



## Job Posting Director of Human Resources

Project Access provides on-site health, education, and employment services to over 22,000 children, families, and seniors living in affordable housing and work force affordable neighborhoods across the country. Our goal is to provide families and seniors with the tools needed to stabilize their lives while providing an array of services such as Health, Education, and Economic stability. Project Access operates over 85 Resource Centers in 16 states with over 130 employees and growing. To learn more about Project Access, please visit <https://www.project-access.org>

**POSITION SUMMARY:** Reporting to the Chief Operating Officer, the Director of Human Resources will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organizations mission and talent strategy. As a member of the management team, the Director of Human Resources will provide corporate and field focused direction in the areas of staffing, talent management, training and organizational development, employee communications and engagement, compensation and benefits and employee relations. The incumbent will formulate partnerships across the organization to align business objectives with the human capital processes and initiatives to deliver value-added services to management and the employees. This role will also be responsible for integrating all human resources functional initiatives and objectives with the broader business plan.

### **DETAILS:**

**FSLA:** This is full-time, exempt position

**Benefits offered:** Project Access pays 100% of the employee's premiums for a medical plan, a dental plan, term life insurance, long term disability, and EAP; provides Paid Time Off, 13 paid Holidays, and a Safe Harbor 401(k) with 4% match. Vision and Voluntary Life Insurance is available at employee cost.

**Supervises:** Human Resources and Contracts & Compliance team (3 staff)

**Work location:** Corporate office. 2100 W Orangewood Avenue, Suite 230, Orange, CA 92868.

**TO APPLY** please submit a cover letter with your resume to [humanresources@project-access.org](mailto:humanresources@project-access.org). Your cover letter is to summarize how your qualifications and interest meet the position requirements.

### **POSITION RESPONSIBILITIES**

- Collaborates with senior leadership to define and support the organization's long-term mission and strategic goals by identifying appropriate HR solutions that ensure employee and business needs are met.
- Manages the HR team and their administration of human resource programs including, but not limited to, compensation and benefits; performance and talent management; productivity, recognition, and morale; occupational health and safety; standard operating procedures and Compliance; and training and development.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the ongoing success of human resource programs and employees.

- Identifies staffing and recruiting needs in close collaboration with senior leadership, with direct ownership of the development and execution of best practices for recruitment and retention management.
- Leads various key development programs, such as Diversity, Equity and Inclusion (DEI) and other professional development modules to strengthen talent/human capital to ensure integration into relevant processes and frameworks.
- Monitors and ensures the organizations compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance. Anticipates regulatory changes and develop and implement strategies to ensure compliance and mitigate negative impact on the company's financials and operating efficiencies.
- Provides guidance with respect to business ethics and is a central ambassador that reminds the organization to act with integrity on behalf of its employees and clients.
- Develops and supports operational and process improvement programs that lead to a more Lean and efficient business model that support business, profit, cost containment, and growth objectives.
- Identifies and tracks the organization's Key Performance Indicators (KPIs) for HR and talent management functions, developing project and/or remediation plans to achieve goals and monitor organization's performance.
- Direct oversight for the Human Resource's department budget and financial performance, ensuring fiscal responsibility is aligned with the organizational goals of fiscal resiliency.
- Identifies and recommends HR technology solutions and works with the Technology team to implement selected software systems for better efficiencies.
- Leads organizational change management and communications efforts.
- Models and reinforces our cultural values.
- Performs other related duties to benefit the mission of the organization.

### **QUALIFICATIONS (Education/Experience/Skills/Certifications):**

#### **Education**

- Bachelor's Degree in Human Resources, Business, or related field; SPHR preferred

#### **Experience**

- Minimum of 10 years of relevant HR experience, with at least 5 years as a business partner or Director supporting Senior Executive and/or C-level leaders
- Experience identifying and building strategic cross-organizational partnerships across all levels of the business to understand challenges and develop people strategies and initiatives to meet those needs

#### **Skills**

- Demonstrated strong communication skills; ability to influence decisions across the business; proactive and proficient ability to diagnose problems and identify appropriate interventions
- Demonstrated competency across all Human Resources disciplines
- Strong business and financial acumen with the ability to translate these into People initiatives
- A collaborative partner who acts with a sense of urgency
- Analytically driven with experience working with people metrics to guide decisions
- Demonstrated project management and change management skills
- Self-starter, highly motivated, ability to work independently and achievement oriented
- Able to maintain a strict code of confidentiality and discretion.

**Credentials/Certifications**

- Successful completion of background check
- Valid CA Driver's License, clean driving record, and current automobile insurance.

**Physical Job Requirements**

- The physical activity of this position includes sitting for long periods of time, minimal lifting, bending, walking, kneeling, reaching, and step climbing

*The above list of job duties is not exclusive or exhaustive and the job holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the position.*

**Equal Opportunity:** Project Access, Inc. is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.

**Project Access participates in E-Verify**