



PREVENTING VIOLENCE  
AND DEVELOPING  
YOUTH LEADERS

## **JOB DESCRIPTION: OPERATIONS AND HUMAN RESOURCES MANAGER**

YOUTH ALIVE! BELIEVES THAT URBAN YOUTH HAVE THE INNATE CAPACITY TO STOP THE VIOLENCE PLAGUING THEIR COMMUNITIES. EVERY DAY, WE NURTURE LEADERSHIP AND LIFE SKILLS OF YOUNG PEOPLE AFFECTED BY VIOLENCE, IN OAKLAND AND THROUGHOUT THE U.S., BECAUSE ADDRESSING THE ROOT CAUSES OF VIOLENCE SAVES LIVES. YOUTH ALIVE! IS A NATIONALLY RECOGNIZED, OAKLAND-BASED NONPROFIT COMMITTED TO ENDING VIOLENCE AND DEVELOPING YOUTH LEADERSHIP, THROUGH VIOLENCE PREVENTION, INTERVENTION AND HEALING.

**JOB DESCRIPTION:** The Operations and Human Resources Manager oversees all systems and documentation relating to compliance of personnel files and adherence to all regulatory bodies. This position also manages the open enrollment of benefits, benefit changes and evaluation tracking, as well as requested leaves of absence. The Operations and Human Resources Manager works closely with all programs agency wide and interfaces with all employees regarding human resource and administrative needs. The Operations and Human Resources Manager will supervise the Office Manager and reports to the Finance and Administrative Director

### **JOB DUTIES AND RESPONSIBILITIES**

#### **General Human Resources 50%**

- Administer compensation and benefits
- Work closely with payroll regarding personnel changes, leave tracking, benefit eligibility, and garnishments
- Monitor and track all fingerprint information received
- Verify all licenses/credentials through state verification websites upon hire and prior to expiration
- Perform regular checks through state and federal databases regarding excluded providers lists
- Remain updated on and implement/training staff on all HR policies and procedures
- Oversee preparation of ads, screen job candidates when appropriate
- Maintain Personnel Manual and Personnel Records
- Maintain updated job descriptions
- Oversee consulting agreements
- Manage agency insurance
- Manage disability, workers compensation, leaves and unemployment

#### **Staff Support & Training, Workplace Culture 20%**

- Nurture a positive work environment
- Oversee orientation for new employees and training updates for staff
- Manage Performance Review and Performance Improvement Plan processes
- In collaboration with their supervisors, oversee staff members' professional development planning and implementation
- Plan staff retreat and coordinate social activities
- Manage in-house staff training activities, including computer skills assessment and support

- Participate in social and self-care committees
- Support rotating facilitation of staff meetings

### **General Operations 30%**

- Supervise Office Manager/Receptionist
- Oversee the organization and efficiency of the physical office space, furniture and equipment
- Oversee insurance policies and help manage risk
- Support programs as necessary outside of ordinary tasks
- Manage IT consultant
- Oversee purchase of equipment and supplies

### **MINIMUM QUALIFICATIONS**

- Proven working experience as HR Manager
- In- depth knowledge of Federal and California labor law and HR regulations
- Skilled in using Microsoft Office, including Word & Excel
- Well organized
- Ability to work well in a busy environment
- Demonstrated ability to prioritize
- Strong written and verbal communication skills
- Excellent customer service skills and experience with handling sensitive information
- Solid computer skills in Microsoft Office and the ability to learn quickly

**PHYSICAL DEMANDS/ WORK ENVIRONMENT:** Talk, hear. Clear vision at 25 inches or less to view computer screen and read documents. Must be able to sit at desk and work on a computer for 1-2 hours/day. Must be able to lift and carry 25 pounds. Working conditions typical of an office environment while in the office; a majority of the work day.

**SALARY AND BENEFITS:** Competitive salary (starting salary dependent upon experience: \$75,000 - \$85,000). Full-time (40 hours per week). Generous benefits package includes: Medical/ Dental / Vision/ Dependent coverage / Vacation / Sick Leave / Retirement / Professional Development funds/Educational Reimbursement.

**TO APPLY:** Please send cover letter and resume by email to [jobs@youthalive.org](mailto:jobs@youthalive.org). Please include your name and “Operations and HR Manager” in the subject line. Only complete applications will be reviewed. Due to the volume of applicants we will only be contacting those to be interviewed.

Applicants with experience in law enforcement and/or formerly incarcerated/juvenile justice-involved and/or with previous experience/exposure to violence are encouraged to apply.

**Youth ALIVE! is an equal opportunity employer.**