



The Land Conservancy of San Luis Obispo County Human Resources Manager Job Description

Position Type:	Office based, Full-Time (40 hours per week), Non-Exempt
Starting Pay Range:	\$26 to \$30 per hour depending on experience
Benefits:	Health insurance contribution, 401K match, Paid Time Off (PTO), paid holidays, and basic dental and vision plans

Overview

The Land Conservancy of San Luis Obispo County is a local, private, non-profit land trust working to conserve and care for the diverse wildlands, farms, and ranches of the Central Coast. We connect people to the land and to each other. The organization strives to create a fun, inspiring, and family-friendly work environment with flexible work hours, a team-oriented structure, and good benefits.

The **Human Resources (HR) Manager** is responsible for various Human Resource functions. This role includes a variety of responsibilities related to payroll, recruiting, onboarding and development, administration, and employee engagement.

The HR Manager will report directly to the Deputy Director and will work closely with all director and management-level staff.

Essential Duties of the Job

Payroll & Benefits – 40%

1. Manage company pay and benefit administration (including management of enrollment forms, plan questions, claims resolution, and open enrollment)
2. Process and submit payroll twice a month.
3. Complete record keeping and data / database maintenance for each employee, including information such as timesheet records, addresses, weekly earnings, absences, changes of status, and dates of and reasons for terminations
4. Answer questions regarding eligibility, salaries, benefits, and other pertinent information
5. Manage the EASE benefits portal
6. Maintain relationships and clear communications with relevant vendors such as the payroll processing company and insurance brokers

Recruiting, Onboarding, Development & Discipline– 25%

1. Develop job opening posts and monitor applicant inquiries and submissions
2. Process and review employment applications to evaluate qualifications and eligibility of applicants
3. Onboard newly hired employees by completing an employee handbook overview, employment documents and benefit enrollment; maintain onboarding checklist
4. Ensure performance reviews are regularly scheduled and completed; maintain records of reviews

5. Assist in performance improvement (outlining growth plans, monitoring progress, etc.)
6. Coordinate and track mandatory employee training (workplace harassment and conduct, etc.) and identify and implement relevant training opportunities for staff
7. Support management and director staff in implementing disciplinary actions including termination as needed.

Administration -20%

1. Process, verify and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations and classifications.
2. Stay current on employment law and work with the Directors to ensure organization compliance.
3. Update job descriptions as needed
4. Assist with general office support by answering phones and greeting visitors; direct inquiries to appropriate staff on an as-needed basis.

Employee Engagement - 15%

1. Recognize employee milestones and celebrations (birthdays, etc.)
2. Collaborate with the Executive Assistant to manage team event planning and coordination
3. Receive, respond to and document employee feedback. Ensure directors are aware of any issues that need to be addressed.

General Duties

1. Regularly communicate needs with all Directors and Managers, balance demands of multiple tasks and projects.
2. Provide own transportation to Land Conservancy field and office facilities.
3. Be mindful of personnel policies and procedures.
4. Be respectful and professional; avoid behavior that would interfere with the work of others.
5. Maintain positive attitude.
6. Identify solutions to problems and challenges.
7. Maintain complete confidentiality and discretion at all times.
8. Be conscious of safety hazards and report issues to supervisor immediately.

Required Qualifications

1. Bachelor's degree with four years' experience in human resources management, executive office management, non-profit management, business management, office management or administration **OR** High School diploma with eight years' work experience in the above areas.
2. Two years of vocational or graduate school may be substituted for up to two years of required experience.
3. Superb written and verbal communication skills, and excellent organizational and time management skills, including the ability to organize and coordinate multiple projects and tasks at once.
4. Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge.
5. Experience with working effectively without close supervision and dealing with problems as they arise.

6. Willingness to work evenings and weekends and to travel occasionally. Must have a valid driver's license.
7. Extremely proficient with computer programs including Microsoft Word, Excel and Outlook, website applications, and other contemporary programs as may be necessary to successfully complete the job functions.
8. A mission-driven individual with a belief in, commitment to, and passion for the mission of The Land Conservancy.
9. Knowledge of the non-profit sector and/or SLO County conservation issues.
10. Adheres to the highest ethical standards, demonstrate empathetic disposition and perseverance, reflect optimistic and positive attitude.
11. A hard worker and self-starter with the ability to quickly create a positive network of relationships.
12. A person who is open to new ideas and maintains a positive work attitude on a consistent basis.

Physical Job Requirements

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. "F" for frequently; "O" for occasionally; "N" for not at all.

Physical

On the job the employee must:

- (O) Bend
- (F) Sit
- (O) Squat
- (O) Stand
- (O) Crawl
- (F) Walk
- (N) Climb
- (O) Push/Pull
- (O) Kneel
- (O) Handle objects
- (O) Reach above shoulder level
- (F) Use fine finger movements
- (O) Other: Operate power equip.

Must carry/lift loads of:

- (F) Light (up to 25lbs.)
- (O) Moderate (25-50lbs.)
- (O) Heavy (over 50lbs.)

- (F) Read/comprehend
- (F) Write
- (F) Perform calculations
- (F) Communicate orally
- (F) Reason and analyze
- () Other _____

Environmental

On the job the employee:

- (N) Is exposed to excessive noise
- (O) Is around moving machinery
- (O) Is exposed to marked changes in temperature and/or humidity
- (O) Is exposed to dust, fumes, gases
- (O) Drives motorized equipment
- (O) Works in confined quarters
- (N) Other: Works with chemicals including toxic glues and herbicides.

Mental

On the job the employee must be able to:

Standards of Performance

The Deputy Director, in accordance with the listed Job Functions, will evaluate performance at the first 90 days of employment, then on an annual basis thereafter. Annual evaluations will be conducted through a meeting with the Deputy Director and will be documented. Informal meetings are encouraged throughout the year.

Employee Signature

Date

Employee Printed Name