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## Stand Up Placer, Inc. – Job Description

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**Position:** Human Resources Manager  
**Reports To:** Chief Executive Officer  
**Location:** Stand Up Placer Administrative Office (Auburn)  
**Job Status:** Full time, Exempt \$64,866 - \$85,471 DOE

### **ABOUT STAND UP PLACER**

Stand Up Placer provides comprehensive services to Placer County survivors of domestic violence, sexual assault, and human trafficking and their non-offending family members. Our mission is saving lives by empowering survivors and educating communities to stand up to domestic violence, sexual assault, and human trafficking.

### **POSITION SUMMARY**

The Human Resource Manager will be responsible for the strategic and functional responsibilities of all Human Resource (HR) disciplines for the organization. This includes talent Acquisition and development, compensation and benefit administration, performance management and organizational development, employment relations, employee health and safety, policy development and compliance with regulatory requirements.

### **ESSENTIAL RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:**

- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Manages the talent acquisition and onboarding process, which may include recruitment, interviewing, and hiring of qualified job applicants; collaborates with departmental managers to understand skills and competencies required for openings.
- Manages employee recognition programs.
- Oversee and manage a performance appraisal system that drives high performance.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Effectively supports the employee relations matters to include participation and support with employee investigations, corrective counseling meetings, grievances and terminations.

- Maintains appropriate employment records, including I-9 and supporting documentation, tax forms, and others, as necessary.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Performs other duties as assigned.

## **QUALIFICATIONS**

- Understanding and demonstrated knowledge of HR practices and applications  
Thorough knowledge of employment-related laws and regulations
- Solid communication and decision-making capabilities based on analytical skills and critical thinking thought process
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

## **EDUCATION AND EXPERIENCE:**

Required:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Minimum of three years of human resources management/generalist experience

Preferred:

- Experience as a Solo HR Practitioner.
- Experience with non-profit organizations
- SHRM and/or HRCI certification.

## **ESSENTIAL PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

## **DISCLAIMER STATEMENT**

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.