Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential.

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

**Job Summary:** Provide vision, leadership, planning, project coordination and management for the development of an efficient and effective department while concurrently facilitating operations to meet current and future agency needs. The Human Resources Director develops, and implements personnel policies and procedures, and new initiatives. Maintains knowledge of industry trends and employment legislation and ensures agency’s compliance. The position will also oversee all aspects of labor relations. Leads organizational development efforts in a social justice environment. The role oversees six staff members including the Deputy HR Director and the Deputy Director, Employee and Labor Relations.

**Essential Responsibilities, Duties & Tasks:**

30% Provide leadership, oversight and direction to facilitate operations and delivery of services within the Human Resources Department while aligning the Human Resources function with agency Strategic goals and objectives. Responsible for all areas of human resource management including labor relations, recruitment, benefits administration, performance management including disciplinary actions, compensation, training, and records and data management. Hire, train, supervise, support, mentor and evaluate Human Resources Department staff. Provide support and guidance to employees and management regarding personnel concerns. Serve as member of the organization’s Executive Leadership Team. Advise agency leadership of correct, consistent, and equitable interpretation of labor contracts, employment law and agency personnel policies and procedures.
20% In collaboration with the Deputy Director, Employee and Labor Relations, lead labor relations for the agency, including overseeing union contract negotiations, grievance resolution, contract and labor management relations. Works closely with management and Human Resources staff to respond to labor issues, employee related issues and union concerns.

15% In collaboration with HR staff, develop and administer agency personnel policies and procedures, and ensure compliance with all federal and state employment laws and regulations. Maintain current knowledge of, and ability to interpret, Federal, State, County and City employment laws and regulations and Solid Ground policies regarding all human resource activities as well as anticipating and planning for upcoming legislation. Serve as point of contact for high-level employee discrimination and harassment complaints, including government agency claims; labor grievances and employee performance and misconduct, including conducting investigations, and serving as agency’s official respondent.

10% Using systems thinking, best practices and data to analyze organizational problems and provide management solutions within a social justice context. Design, develop and oversee recruitment, hiring and retention strategies. Develop, manage and monitor staff performance management process. Develop and maintain a comprehensive staff development and training program, grounded in the needs of the agency as well as employee development.

10% Responsible for agency compensation and pay structure and development and evaluation of union and non-union job descriptions. Coordinate annual review and selection of employee benefit plans, and work to ensure that benefit programs are cost effective as well as attentive to employee health and well-being. Assure compliance with all applicable governmental regulations. Oversee and manage budget for Human Resource Department.

10% Oversee the collection and reporting of human resource information and data, including staff surveys. Provide organizational data to staff, the Executive Team and the Board of Directors and recommend organizational resolution to issues of concern within a social justice context.

5% Coordinate and provide staff support to Solid Ground Board Personnel Committee and Finance Committee, and provide regular updates to the Board of Directors regarding human resources issues, problems or concerns as relevant.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Education & Experience:**

**Requires one of the following:**

a) Eight-ten years of experience in Human Resources administration, including six years in a senior management position

b) Bachelor’s degree and five years in a senior management position in Human Resources administration

c) Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position

**Also requires:**

- Certification as a Senior Human Resource Professional
- Five years of experience supervising and managing staff
• Thorough knowledge of the principles, practices, and methods of human resource management as well as Federal, State, County and City employment and labor laws and regulations
• Experience working with advisory and/or policy setting Boards and committees
• Demonstrated experience in organizational development

Preferred Qualifications:
• Non-profit and/or Government experienced preferred

Minimum Qualifications:
• Excellent communication skills, both oral and written
• Ability to negotiate and manage collective bargaining agreements
• Ability to maintain confidentiality of staff and client information
• Self-motivated with an ability to problem solve
• Ability to analyze problems and develop creative solutions to complex human resource issues
• Proficient knowledge of computer software (Microsoft Word, Outlook and Excel)
• Knowledge of computerized information systems used in human resources applications
• Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages
• Ability and willingness to work outside of normal business hours to attend meetings, make presentations, etc.
• Access to reliable transportation, valid driver's license, vehicle insurance that meets Washington State’s minimum guidelines and the ability and willingness to travel throughout King County

Anti-Racism Initiative (ARI) Expectations:
• Foster discussion and learning among staff to better understand and dismantle institutional racism.
• Abide by and support agency-wide efforts to incorporate anti-racism principles and cultural competency and standards into all hiring processes and performance evaluations.
• Provide leadership to departmental and agency anti-racism initiatives, and develop and grow an anti-racist culture within each department.
• Support departmental Action Teams, and set up structures and systems for responding to and implementing Action Team recommendations.
• Encourage staff participation in Anti-Racism Initiative committees and events.
• Enhance personal skill development as well as guiding managers and supervisors in their own skill development.

Physical Demands/Working Conditions: This position works in an office setting, performing computer work 50% of the time, 25% of the time working on projects, reports, budgets, contracts, and 25% attending meetings. Position requires employee to lift/carry up to 20 pounds rarely, 5-10 pounds occasionally and push/pull 1-5 pounds frequently. Position has the ability to sit/stand as needed. Stairs not required.

Hours & Compensations: This is a fulltime, salaried position. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

To Apply: Applicants must complete the Solid Ground Application Form specific to this position. To find an application online, go to https://www.solid-ground.org/get-involved/careers/ then click on the Job Title for this position and complete the application. You may also leave a message on our job line at 206.694.6840 requesting
a specific job application, or you may apply in person at 1501 North 45th Street in Seattle’s Wallingford neighborhood. **Please attach a cover letter and resume**

**Closing Date:** Open until filled

**Solid Ground** is an equal opportunity employer committed to workplace diversity. **We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status**