



**COMMUNITY  
LEGAL SERVICES  
IN EAST PALO ALTO**

**Position Title**

Human Resources Manager

**FLSA Status**

Exempt

**Supervisor**

Deputy Director

**Location**

Menlo Park

CLSEPA is a non-profit legal services agency, founded in 2002 by community leaders engaged in the social justice movement. Our mission is to provide transformative legal services that enable diverse communities in East Palo Alto and beyond to achieve a secure and thriving future. We serve low-income and working-class populations, predominantly communities of color in the areas of immigration, housing, employment, consumer and reentry law. We maximize our impact by coupling direct services with community education, technical assistance, policy advocacy, and impact litigation.

**Position Summary:**

The HR Manager position is the primary point of contact for HR matters at CLSEPA. They are responsible for supporting the systems that support our employees, in a manner that is aligned with the vision and values of CLSEPA.

**Primary Responsibilities:**

**Employee Hiring, Orientation, and HR Support (35%)**

- Leads the organization's hiring processes including posting positions, screening candidates, and managing the interview process
- Oversees the new employee orientation process, addressing all HR administrative aspects of onboarding and ensuring that new employees are introduced to the culture and work of the organization
- Proactively communicates with staff regarding HR matters in the organization
- Acts as the primary contact for staff HR issues, being responsive to employees' needs and requests when they arise
- Provides technical support to employees who need assistance with CLSEPA's payroll, timekeeping, and benefits portals/systems

**Employee Performance Review, Professional Development, and Benefits Management (30%)**

- Supports a robust employee performance review process, ensuring that reviews are timely and support the needs of employees
- Manages the organization's professional development system, ensuring employees are supported in their growth and learning
- Manages the employee benefit offerings, analyzing benefits options, leading the renewal process and partnering with the Deputy Director to make modifications and enhancements as needed

**HR Administrative Tasks (20%)**

- Ensures employee manual is up-to-date and compliant with local, state, and federal laws
- Oversees all personnel recordkeeping
- Manages employee leave of absences, including consulting with employees about categories of paid and unpaid leave and ensuring timely processing and recordkeeping of leave requests
- Acts as the point of contact for HR vendors, as well as external inquiries coming from governmental agencies and other entities (including workers' compensation payroll audits and requests for employee information/records)

- Prepares bi-weekly payroll information for organization's payroll vendor and ensures that payroll deductions, leave requests, and timekeeping information are properly recorded in the organization's payroll system

#### **Strategy and Leadership (15%)**

- Monitors organizational culture and employee needs, making recommendations to the organization's leaders based on personal observations and employee feedback
- In collaboration with the Deputy Director, drafts new policies, procedures and/or systems as needed
- Contributes insights and perspectives on organizational HR strategy and needs

#### **Candidates for the HR Manager position typically have:**

- 2+ years' experience providing HR support, ideally in a nonprofit organization
- Specialized training or certification in HR
- Excellent interpersonal and communication skills, including independent ability to respond to common HR-related inquiries
- An employee-focused orientation to HR
- Experience applying a diversity, equity, and inclusion lens to HR work
- Comfort providing technical support to employees
- Ability to manage deadlines and handle confidential information in a discreet and professional manner
- Ability to work independently, develop and implement strategies, and set and carry out objectives with minimal supervision
- Values working cooperatively with others

#### **Salary & Benefits:**

\$69,000 or higher (depending on experience). Benefits include generous paid leave, medical, vision, dental, life and disability insurance. CLSEPA also offers a flexible spending plan, for qualified health and childcare expenditures.

#### **To Apply:**

Send resume, cover letter, writing sample, and list of three references to [jobs@clsepa.org](mailto:jobs@clsepa.org) with "HR Manager" in the subject heading. No calls please. **In your cover letter, please address the following:** CLSEPA's clientele is extremely diverse, and the majority of our clients are low income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued. How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

#### **Applications reviewed on a rolling basis.**

*CLSEPA is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation, pregnancy- and childbirth-related medical conditions), sexual orientation, national origin, , ancestry, age, uniform-service member/veteran status, marital status, medical condition, physical or mental disability, taking/requesting statutorily protected leave or any other basis protected by law.*