



Plaza de la Raza Child Development Services, Inc.
13300 Crossroads Parkway N., #440, City of Industry, CA 91746
Tel. (562) 776-1301 / Fax (562) 776-8712
www.plazadelaraza.info

Employment Opportunity

Posted Date: 2/15/2018

Closing Date: Until Filled

Position Title: Human Resources Officer
Reports To: Executive Director
Department: Human Resources
Employment Status: Exempt
Salary Range: \$5,811 - \$6,738 Monthly
Work Location: Los Angeles County

I. Program Summary

Plaza de la Raza Child Development Services, Inc. (Plaza) is a comprehensive early childhood education program with a focus on school readiness for children zero to five years of age. Developmentally appropriate services are provided for children from low income families, zero to five years of age. Plaza de la Raza currently serves over 1,620 children and their families.

II. Summary of Duties

The Human Resource Officer will provide leadership, vision, and strategic direction in designing and driving all Plaza de la Raza Human Resources programs, focused on attracting and maintaining a highly competent, engaged workforce while supporting the agency's mission, values, and strategic plan as well as ensuring that the agency and schools are in compliance with all labor laws, contractual and other regulatory requirements. The Human Resource Officer, who reports directly to the Executive Director, will oversee effective execution of agency-wide recruitment and selection, employee relations and retention, compensation and benefits, organizational and professional development; performance management and succession planning, change management, and will function as an equally capable strategic and hands on partner to the Executive team in the overall management of the Plaza de la Raza workforce.

III. Qualifications & Experience

A. Education

Bachelor's degree with a major in the field of Human Resources, Organizational Development, Business Management or related field is preferred. Master's degree in Human Resources and/or certification as a Human Resources Professional is highly desirable.

B. Experience

Minimum of six (6) years of progressive more responsible experience in Human Resources Management; two (2) years of supervisory experience within a large company of no less than 300 employees. Experience working with Unionized environments is a plus.

C. Knowledge of

Must demonstrate knowledge of personnel practices and theories of human resource management. Must have comprehensive knowledge of FSLA, FMLA/CFRA, PDL, ADA EEO, DOL regulations and other federal and state regulations related to employment laws. Must display understanding and respect for individual differences and cultural diversity. Must have thorough knowledge of business and strategic HR planning, Human Resources information System applications and various software applications such as Microsoft Office Suite.

D. Ability to

Must display outstanding analytical skills, including the ability to develop systems that effectively implement, evaluate and track key HR task; excellent conflict resolution skills. Must exhibit excellent oral and written communications skills, including the ability to clearly and concisely answer questions and convey information to staff and management; effective time management skills, including ability to prioritize workload to meet deadlines. Must have exemplary interpersonal skills such as ability to educate, persuade and interact with all

organizational levels, including the Board of Directors, Policy Committee, community agencies and business partners.

IV. Special Requirements

Health Examination

Prior to first day of employment, employees must submit an initial health screening, tuberculin (TB) skin test or chest x-ray clearance, immunization records for measles, pertussis (Whooping Cough) and influenza. *

Criminal Record Clearance

Before employment for all prospective Head Start/Early Head Start employees, individuals must complete finger print clearance from the Department of Justice (DOJ), Federal Bureau of Investigation (FBI), and Child Abuse Central Index (CACI). *

Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available private transportation.

** Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.*

V. Benefit Plans

Plaza offers eligible employees the opportunity to select plans and programs that meet individual and family needs through our comprehensive benefit plans.

Health Care:	Medical, Dental, Vision, Long Term Disability Insurance, Life Insurance, and FSA
Financial:	401(k) Plan and Direct Deposit
Time Away From Work:	Vacation, Holidays, Personal /Sick Days, Leave of Absence, Jury Duty & Bereavement Leave
Work/Life Solutions:	Life Assistant Program

VI. Application Procedures

Applicants interested in the position must complete Plaza de la Raza employment application. Resumes are not accepted in lieu of application materials. Applicants may obtain an employment application from Human Resources department located at 13300 Crossroads Parkway N., #440, City of Industry, CA 91746, or may download the application from the Careers section at www.plazadelaraza.info.

Applicants must submit a complete application packet to **Christine Oliva via email coliva@pdlr.org** or by regular mail to:

Plaza de la Raza Child Development Services, Inc.
Human Resources Department
Attn.: Christine Oliva
13300 Crossroads Parkway N., #440
City of Industry, CA 91746

Employment application packets must include all of the following documentation:

1. Cover letter
2. Employment Application
3. Resume

*** Only complete application packets will be considered for the screening and selection process.**

EQUAL OPPORTUNITY EMPLOYER

In addition to fully meeting its obligations for nondiscrimination under federal and state law, Plaza de la Raza Child Development Services is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, veteran status, political views, or other personal characteristics or beliefs.