



Child Care Aware of Washington Job Description

Position Title: Human Resources Manager **Functional Team:** Senior Leadership
Reports to: CTO **Employment Status:** Full Time **FLSA Status:** Exempt

Summary Description of Position:

As a strategic partner to the Senior Leadership team, the HR Manager will be responsible for all aspects of human resources, including recruitment, onboarding, performance management, payroll, benefits, and employee relations. This role offers a unique opportunity to build and develop the HR department from the ground up. The HR Manager will be instrumental in shaping HR strategies and policies, fostering strong relationships, and driving organizational change.

Agency Competencies and Skills Required for this Position:

- **Strategic Thinking:** The ability to align HR strategies with the overall business objectives.
- **People Management:** Excellent interpersonal and communication skills to build strong relationships with employees at all levels.
- **Data Analysis:** The ability to analyze HR data to identify trends and make informed decisions.
- **HRIS Systems:** Proficiency in HR information systems (HRIS) and other HR software.
- **Strong team player** able to negotiate complex solutions and attain goals with creativity, flexibility, diplomacy, and transparency
- **Highly-developed verbal communication skills:** interpersonally, in consultative and facilitative roles, and as a presenter
- **Business Acumen:** A strong understanding of the business and its operations. Entrepreneurial orientation & capacity to drive for results
- **Legal and Regulatory Knowledge:** Understanding of employment laws, regulations, and best practices. Organizational, analysis and problem-solving skills
- **Change Management:** The ability to lead and manage change initiatives within the organization.
- **Conflict Resolution:** Ability to mediate disputes and resolve conflicts effectively.
- **Ability and passion for promoting a culture of diversity, equity, and inclusion** within the organization.
- **Interpersonal Skills:** The ability to build strong relationships with employees, managers, and other stakeholders.
- **Adaptability and Flexibility:** The ability to adapt to changing business needs and industry trends.
- **Mature judgment and decision-making ability**
- **Demonstrated commitment to the Organization's core values, mission, and programs** ensuring the best possible delivery of service to the community.
- **Ethical Conduct:** Adhering to ethical principles and maintaining confidentiality.



Essential Functions:

1. Administers, oversees, or collaborates on the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters. disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
2. Develop, revise and recommend policies and procedures as they relate to employment and personnel. Communicate various human resources policies and procedures to management and staff.
3. Develop and implement strategies to promote diversity, equity, and inclusion (DEI) within the organization.
4. Develop and administer benefit plans, including health insurance, retirement plans, and other employee benefits.
5. Manage the timely and accurate processing of payroll and conduct regular audits to ensure accuracy and compliance.
6. Respond to employee relation issues such as employee complaints, harassment and discrimination allegations.
7. Monitors and collaborates with other organizational leaders and advisors to ensure the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance
8. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
9. Facilitates HR related compliance training and professional development activities
10. Performs other duties as assigned.

Work Experience and/or Training:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of five years of human resource management experience preferred.
- PHR or SHRM-CP highly desired.
- Experience interpreting HR data, developing actionable recommendations, and effectively communicating findings to the organization.
- Thorough knowledge of employment-related laws and regulations.
- Knowledge of federal, state, and local payroll laws and regulations.
- Fluency with MS Office computer software applications, experience using ADP preferred



2025 Goals	
Q1	<ul style="list-style-type: none">• Interpersonal/cultural initiatives, performance reviews system update, and handbook /policy update, and learn the business.
Q2	<ul style="list-style-type: none">• ADP/HRIS; Learn systems and help optimize use. Potentially support the transition to new systems.
Q3	<ul style="list-style-type: none">• Payroll & Benefits Administration; Learn systems and help optimize use.• Annual Training; Development and facilitation of organizational-wide training (Harassment, DEI, Performance Reviews, Manager Development Series)
Q4	<ul style="list-style-type: none">• Performance Reviews & Benefits Open Enrollment (Roll out and administer)