

**NEIGHBORHOOD LEGAL SERVICES OF LOS ANGELES COUNTY
DIRECTOR OF HUMAN RESOURCES**

ABOUT THE NEIGHBORHOOD LEGAL SERVICES OF LOS ANGELES COUNTY (NLSLA)

Founded in 1965 as part of our nation's War on Poverty, Neighborhood Legal Services of Los Angeles County (NLSLA) is now one of the largest and most prominent public interest law firms in California. NLSLA provides free assistance to more than 115,000 low-income residents of Los Angeles County each year. The NLSLA staff of 180, including 80 attorneys, specialize in areas of the law that disproportionately impact low-income people, including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, services for justice-involved adults and youth, education rights, and employment and training.

Through a combination of individual representation, high impact litigation, and public policy advocacy, NLSLA's advocacy combats the immediate and long-persisting effects of poverty and expands access to health, opportunity and justice. NLSLA serves all of Los Angeles County with a special emphasis on the poverty communities of the San Fernando, San Gabriel, Pomona and Antelope Valleys, as well as the central county cities of Glendale, Burbank and Pasadena. In addition, NLSLA advocates are co-located in courthouses in Van Nuys, Lancaster, Chatsworth, Pomona, Pasadena, and Downtown LA; Hospitals and health centers in Sylmar, Van Nuys, North Hollywood and El Monte; and with social services providers in the Antelope Valley.

POSITION OVERVIEW

Under the direction of the President & CEO, the Director of Human Resources is a critical member of the Senior Management Team and supports NLSLA's mission, values, people and culture with exceptional personal sensitivity and skill. Providing guidance and expertise to the Leadership Team and human resources staff, the director leads the organization in attracting, retaining, and managing human resources to meet the current and future needs of the organization. The Director will supervise and develop NLSLA's Human Resources Specialist, Human Resources Assistant and Office Managers.

The Director of Human Resources will join an energetic team of advocates that provide a wide range of legal services aimed to address issues that disproportionately impact low-income communities. The ideal candidate is a skilled and sophisticated change leader that has experience in developing and implementing strategic initiatives which promote organizational values of accountability, diversity, inclusivity, equity and professional development.

ROLES AND RESPONSIBILITIES

Organizational Leadership & Strategy

- Leads diversity, equity, and inclusion initiatives.
- Shapes and reinforces a culture that aligns with the organization's values.
- Develops long-term and immediate strategies to attract talent.
- Advises on compensation and benefits to maintain a competitive edge in the employment market.
- Contributes advice and guidance on change management to support sustainable growth and increased impact.
- Develops and implements policies, initiatives, and training to advance the organization's strategic needs.

Human Resources

- Creates and maintain an effective and efficient Human Resources infrastructure that promotes professional development and supports retention.
- Directs and supports the HR Specialist in the talent acquisition process.
- Directs and supports the HR Assistant in the management of benefits and leave
- Leads performance management and evaluation strategies and processes.
- Designs and operates a human resources information system (HRIS.)
- Coaches leaders in managing others, including development of professional development and work plans, resolving disputes, managing performance issues, etc.
- Provides a welcoming, approachable, and reliable sounding board for employees with concerns, maintaining confidences as appropriate.
- Collaborates with departmental managers to understand the skills and competencies required for open positions as well as future growth of the program.
- Directs the office managers in promoting and maintaining a positive office culture and work environment for staff.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's HRIS and talent management system.
- Ensures compliance and manages HR risk.
- Creates and revises employment policies and procedures to comply with federal, state, and local employment laws, regulations.
- Oversees compliance with collective bargaining agreement.
- Collaborates with Labor Counsel and Executive Office to manage risk.

QUALIFICATIONS

- Bachelor's degree in Human Resources, Business Administration, or related field required. JD preferred.
- A minimum of 5 years of human resource management experience preferred.
- PHR, PHRca, SHRM-CP or SHRM-SCP preferred.
- Demonstrated commitment to serving low-income communities; prior experience in a mission-driven organization preferred.
- Prior experience in implementing diversity, equity and inclusion best practices preferred.
- Excellent verbal and written communication skills.
- Ability to effectively develop and conduct trainings to diverse groups of employees.
- Proven leadership experience and management skills.
- Superior interpersonal, negotiation, and conflict resolution skills.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations, and ability to research such.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's human resources information system (Paylocity) and talent management systems.
- COVID-19 vaccination is required, which is a condition of employment. Reasonable accommodations will be considered.

COMPENSATION AND BENEFITS

Salary starts at \$130,000- commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; 125 plan; 403(b) with employer contribution, loan reimbursement, bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.

NLSLA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at NLSLA are based on organizational needs, job requirements and individual qualifications, without regard to age, race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by federal and CA state laws. NLSLA will not tolerate discrimination or harassment based on any of these characteristics. NLSLA provides equal benefits to employees with spouses and its employees with domestic partners.