

JOB TITLE: HUMAN RESOURCES / OFFICE MANAGER
REPORTS TO: CHIEF OPERATIONS OFFICER

DESCRIPTION

Since 1982, California Capital Financial Development Corporation (California Capital) has supported communities through capacity building and access to capital programs for small and microenterprise businesses. Certified by the U.S. Department of Treasury as a Community Development Financial Institution (CDFI), we are a mission-based nonprofit organization that provides programs and services with the goal of creating asset and wealth development in low/moderate income, diverse, and historically underinvested communities. California Capital is host to several programs including administration of the California State Loan Guarantee Program, Direct Lending Programs, the Sacramento Valley Small Business Development Center (SBDC), California Capital Procurement Technical Assistance Center (PTAC), and the California Capital Women's Business Center (WBC).

We are currently seeking a Human Resources / Office Manager to join our growing team. The person in this role is expected to have knowledge of HR Administration and understanding of California employment laws. The ideal candidate will be a self-starter who is passionate about California Capital's mission, bringing enthusiasm to the office and offering up new ideas with a mindset for growth.

RESPONSIBILITIES

The HR Manager / Office Manager is responsible for a full spectrum of human resources and office management responsibilities. This role is responsible for performing HR-related duties on a professional level in the following HR functional areas: benefits administration, employee relations, performance management, onboarding, policy implementation, recruitment/employment and employment law compliance. The office manager component of this position is responsible for overall front office activities and coordination with administrative staff, handling escalated customer service issues, assisting with purchasing requests, and coordination with general facilities/management of the building.

The candidate will be expected to perform the following responsibilities:

- Human Resources Management: 75%
 - Administers various human resource plans and procedures for all company personnel; assists in the development and implementation of the employee handbook and personnel policies and procedures, in conjunction with senior management.
 - Performs benefits administration to include claims resolution, change reporting, approving invoices for payment and communicating benefit information to employees.
 - Conducts recruitment efforts; conducts new-employee orientations and employee trainings.
 - Handles employee relations counseling, outplacement counseling and exit interviewing.
 - Maintains company organization charts and the employee directory.
 - Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
 - Maintains compliance with federal and state regulations concerning employment.

- Office Management: 25%
 - Responsible for day-to-day management of California Capital's office, which includes but is not limited to coordination with outside vendors and building management.
 - Supervises the maintenance and servicing of office equipment.
 - Supervises some administrative and office activities.
 - Supervises the maintenance and alteration of office areas, as well as managing housekeeping of office facilities.
 - Responsible for arranging internal office moves.
 - Negotiates the purchase of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions.
 - Participates as needed in special department projects.

QUALIFICATIONS

- A bachelor's degree in a related field or equivalent combination of training and experience from a four (4) year college or university.
- 5+ years' combined HR and Office Management experience preferred
- Solid understanding of federal and state employment regulations
- Working knowledge of office processes
- Strong interpersonal communication skills.
- Strong references
- Accounting experience is a plus.
- Fluency in languages in addition to English is a plus.
- Professional Human Resources licenses/certifications a plus.
- Must have knowledge of:
 - Modern office and communication equipment
 - Word processing, spreadsheet, and database software
 - Interpersonal skills using tact, patience, and courtesy
- Must have ability to:
 - Work independently with minimum supervision;
 - Work in a team environment across multiple programs
 - Exercise initiative and independent judgment
 - Give and follow written and oral instructions;
 - Maintain cooperative working relationships;
 - Demonstrate sensitivity to, and respect for, diverse populations
 - Give presentations to individuals and groups.
 - Accurately maintain computerized files and records
 - Compose and prepare correspondence and other communications
 - Analyze situations accurately and take effective action according to established guidelines
 - Deal effectively with a wide variety of personalities in situations using sound judgment
 - Exercise professionalism and confidentiality in handling of employee and client information



COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

California Capital Financial Development Corporation is committed to employing quality staff members who are dedicated to community outreach and to recruiting and hiring persons from diverse backgrounds. Diversity fosters cultural awareness, promotes mutual understanding and respect, and promotes a productive and safe working environment.

WORKING CONDITIONS: Office environment; physical demands include sitting, standing, reaching, bending, walking, and lifting actual weight of 25 pounds. Participation in meetings will be required. Some work may be organized remotely.

EMPLOYMENT TYPE: This is a full-time position

COMPENSATION: \$65,000 - \$85,000 DOE. Excellent benefits package, including health, dental, vision and retirement plan available. Paid vacation, holiday and sick leave.

APPLICATION INFORMATION

Interested candidates should submit the following documents via email for consideration:

- Resume
- A letter of interest that succinctly addresses how your experience and professional qualifications prepare you for this position

Applications may be submitted to careers@cacapital.org with "HR/Office Manager" in the subject line.

California Capital is an equal opportunity employer.