



HUMAN RESOURCES MANAGER
(FULL-TIME/EXEMPT POSITION)

Annual Salaries: \$138,176 - \$176,352 (DOE)

Qualifications: Please see attached job description

Terms: Full Time (Exempt)
12 Month Position
Subject to one-year probationary period

Benefits: **MANDATORY PARTICIPATION FOR MEDICAL BENEFITS.**
Employee/dependent medical (80% Employer/20% Employee);
employer paid dental, vision, life insurance, short term/long term
disability; employee/employer paid retirement (CalPERS);
vacation and sick leave.

RESIG does not pay into Social Security or SDI—State Disability.

Submission Deadline: Friday, August 17, 2026, by 4:30 PM

Application: Can be found at [Employment Opportunities – RESIG](#)

Qualified application packets must contain the following:

- Cover Letter
- Resume
- Completed RESIG Application
- 3 Letters of Recommendation

Please submit your completed application and packet to: apply@resig.org

General Information

Successful applicant must be fingerprinted, and a satisfactory Department of Justice records check must be received prior to employment.

Per Government Codes 3100-3109 all public employees are disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation required by the Government Code. In case of an emergency or disaster, public employees are required by law to respond to the disaster when so assigned.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/TITLE IX EMPLOYER



Job Description
Human Resource Manager
(EXEMPT POSITION)

Current salary range: \$138,176 – 176,352

Definition

Under the general direction of the Executive Director, the Human Resources Manager is responsible for managing RESIG's internal human resources operations. This position serves as a strategic partner to leadership while ensuring compliance with applicable federal, state, and local employment laws. The HR Manager oversees all aspects of the employee lifecycle, including recruitment, onboarding, employee relations, performance management, compensation, leave management, policy development and administration, training, accommodations, workers' compensation coordination, and regulatory compliance. The position develops and maintains HR policies, procedures, and best practices that support organizational goals while fostering a positive, inclusive, and high-performing workplace culture. As the organization's primary HR resource, the HR Manager provides guidance to managers and employees on personnel matters, interprets employment laws and policies with support from legal counsel, manages confidential information with discretion, and promotes consistent, fair, and legally compliant employment practices. This position will also oversee staff as assigned.

Principle Job Duties

- Responsible for the management and direction of RESIG's human resources activities including fingerprinting procedures, new employee orientation, managing employee leaves of absence, maintenance of employee personnel files manually and/or electronically, and preparing, managing and following budgets for personnel operations.
- Develops RESIG personnel policies and procedures, including the employee handbook, ensuring compliance with current rules and regulations; recommends policies and procedures to the Executive Director for presentation to staff and the Board.
- Responsible for RESIG's legal compliance with Equal Employment Opportunity laws, the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA) the Department of Labor, Workers' Compensation, the Division of Occupational Safety and Health, Cal/OSHA, Fair Housing and Employment Act (FEHA) and so forth with the goal of limiting liability exposures.
- Provides leadership and serves as a subject matter expert on disability management and the Interactive Process, providing supportive guidance to RESIG management
- Recommends and facilitates interactive process meetings for employees of RESIG to determine disability accommodation(s) for both employee and employer interests.
- Establishes and maintains a working relationship with employees and department managers as a liaison facilitating transitional programs and a return-to-work environment.

- Coordinates the implementation of the appropriate return to work/accommodation requests for RESIG
- Provides policy guidance to RESIG in matters related to the Family Medical leave Act (FMLA), the California Family Rights Act (CFRA), The Americans with Disabilities Act (ADA), and the California Fair Employment and Housing Act (FEHA)
- Monitors regulations and laws relative to COVID-19, adjusting RESIG's IIPP and CPP documents as well as documenting instances of COVID involving RESIG staff.
- Participates in and facilitate change management including any culture change initiatives internally for RESIG.
- Conducts a variety of complex research activities and projects; tracking information by fiscal year.
- Assigns duties and projects to support staff as needed.
- Sets and/or adjusts schedule as needed for meetings, trainings, conferences, and work-related events.

Knowledge

- Regulations and procedure fluency associated with FEHA, FMLA/CFRA, ADA and the Interactive Process.
- Principles and practices of human resources management, including recruitment, employee relations, performance management, compensation, benefits administration, and organizational development.
- Federal and California employment laws regulations, including the Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Americans with Disabilities Act (ADA), Fair Employment and Housing Act (FEHA), COBRA, HIPAA and California labor laws.
- Conduct Interactive process meetings and negotiate reasonable accommodation requirements under the ADA and FEHA.
- Leave administration, including medical leaves, paid leave programs, workers' compensation coordination, and return-to-work practices.
- Recruitment, selection, onboarding, and employee retention strategies.
- Classification and compensation principles, salary administration, and performance evaluation systems.
- Principles of policy development, interpretation and implementation.
- Records management, confidentiality requirements, and best practices for maintaining personnel files.
- Employee training and organizational development methods.
- Risk management concepts related to employment practices and workplace compliance.
- Proven ability to establish priorities and meet deadlines and demonstrated ability to work either independently or as part of a team.
- Office equipment, filing systems, telephone techniques, letter & report writing, and well-developed computer skills in Windows based programs.
- Possess basic math skills; effectively communicate in written, verbal and graphic form to explain laws, regulations and policies.
- Conflict management skills.

- Knowledge of and ability to implement change management concepts.

Skills and Abilities:

- Interpret and apply complex employment laws, regulations, policies and procedures.
- Exercise sound judgement, discretion, and maintain strict confidentiality with sensitive employee information.
- Build collaborative relationships and establish credibility with employees, managers, executive leadership and governing boards.
- Manage multiple priorities and independently organize work in a fast-paced environment with minimal supervision.
- Analyze complex personnel issues, identify practical solutions and make sound recommendations.
- Conduct and document workplace investigations, employee meetings, and interactive process discussions.
- Analyze situation and adopt effective course of action independently or with verbal and written direction.
- Communicate effectively verbally and in writing with individuals at all organizational levels.
- Represent RESIG in a manner consistent with the policies and practices of this organization.
- Travel to member sites, meetings and conferences as needed.
- Establish and maintain cooperative relationships with peers, managers, and those contacted in the course of work.
- Coach supervisors on employee relations, performance management and conflict resolution.
- Facilitate difficult conversations with professionalism, empathy and impartiality.
- Maintain high levels of customer service and professionalism.

Experience/Education

- Public schools or public sector experience desirable.
- Experience independently managing multiple HR functions with minimal supervision.
- Experience conducting workplace investigations and resolving employee relations matters.
- Experience administering leave programs (FMLA, CFRA, ADA/FEHA accommodations, workers' compensation, etc.).
- Experience developing, implementing and interpreting HR policies, procedures and programs.
- Experience supporting supervisors and managers on performance management, coaching and disciplinary matters.
- Fluent with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Bachelor's degree in Human Resources, Business Administration, Public Administration, Organizational Development, or a closely related field **is preferred but not required.**

- **In lieu of a bachelor's degree, five (5) or more years of progressively responsible human resources experience combined with a nationally recognized HR certification will be considered.**
- Possession of one or more of the following professional certifications is preferred:
 - SHRM Certified Professional (SHRM-CP)
 - SHRM Senior Certified Professional (SHRM-SCP)
 - Professional in Human Resources (PHR)
 - Senior Professional in Human Resources (SPHR)

Working Conditions

- Frequent travel to member districts, meeting sites, conferences, and other work-related locations
- Must have valid California Driver's License or other reliable means of transportation
- Work on school campuses and inside various office environments. Use of computer equipment and office technology requiring movements.
- Work while sitting, standing, bending, stooping, squatting, kneeling, or walking for extended periods.
- Lift and carry materials up to 25 pounds on a regular basis and up to 40 pounds on an occasional basis.