

EAST BAY CENTER FOR THE PERFORMING ARTS

SENIOR HUMAN RESOURCES MANAGER

(Full-Time – Hybrid – Richmond, CA)

About East Bay Center for the Performing Arts

For more than 56 years, [East Bay Center for the Performing Arts](#) has been a cultural beacon in Richmond, California, engaging children and youth with transformative, tuition-free arts education. Our programs are designed to create safe, rigorous, supportive spaces where young people can explore and express themselves through cross cultural performing arts-catalyzing personal growth, community connection, and social change. Every day, our work at the Center demonstrates the power of art to unite and uplift people of diverse backgrounds and create new ways of seeing the world. East Bay Center serves 4000+ children and youth each year from communities reflective of the city's demographics: 95% of our students are youth of color, 80% come from low-income families, and 40% are English learners. Through the active creation of original art, we emphasize social justice and the skill, effort, courage, and discipline needed to successfully prepare, create, and perform!



In our next 50 years, we aspire to engage thousands more youth and strengthen our role as a community hub and cultural anchor in Richmond. Despite their importance, affordable, culturally relevant, sequential musical and performing arts training opportunities for youth are scarce in Richmond. The need is clear: schools in our district face significant challenges in securing sufficient funding for the arts, and 90% of CA public schools do not meet state standards for arts education. East Bay Center fills this void through tuition-free, healing-centered performing arts programs at our main site (70+ weekly classes) and sequential arts education in 15 Richmond public schools.

The Opportunity

Under general direction of the Director of Human Resources, the Senior Human Resources Manager (SHRM) will provide support and leadership for approximately 25 administrative staff and 75-80 Teaching Artists to ensure compliance with the Center's Policies and Procedures and Federal, State and local laws. Ensure the Center's Human Resources functions are administered in accordance with the mission, goals and objectives as articulated by the Executive Director and approved by the Board of Directors. The SHRM will oversee the hiring and onboarding processes, coordinating with the hiring managers and ensuring compliance with established policies and procedures.

The SHRM will enhance the Center's staff skills through training and organizational cultural programs. Coordinate progress towards organizational culture, goals and objectives, i.e., ensure equitable workload amongst staff, ongoing training for the leadership team to broaden and strengthen their people/management skills, and support the team with internal or external training to keep abreast of local, state and federal laws, rules and regulations.

The SHRM will act as a thought partner to the Director of Human Resources and/or the Senior Management team and will be responsible for administering and interpreting the Center's established Policies and Procedures and updating as needed, manage training, resolve conflicts, and support and advise the management team on a variety of human resource matters, including staffing strategies, organizational development and cultivating an organizational culture that will engage and foster a

positive work environment.

In following best human resource practices, the SHRM may perform complex and sensitive assignments, i.e., conducting investigations and completing investigative reports involving allegations or complaints that may arise, providing effective recommendations to management.

Essential Duties

This position description may not include all the duties listed, nor do the examples cover all the duties which may be performed. The Incumbent may perform other related duties at the equivalent level.

- Ability to act as a strategic thought partner to the Director of Human Resources and/or senior management regarding organizational development, including staffing needs.
- Manage the recruitment process: recruitment, interviewing, and hiring of qualified candidates for vacant positions, collaborating with hiring managers to understand skills and competencies required.
- Responsible for administering the Paycom HRIS platform; onboarding activities ensuring data integrity and leveraging the system to streamline all HR related tasks and reporting.
- Ensure that mandatory training for all staff occurs according to pertinent laws, rules and regulations; i.e., harassment training and workplace violence training.
- Partners with the management team to implement and execute the organization's Strategic Implementation Plan (SIP) particularly as it relates to current and future recruitment and training needs, including recruiting, retention, and succession planning.
- Support the SIP as delineated in the organizational culture goals and objectives, assess training needs of the leadership and management team to broaden and strengthen their people/management skills, and support the leadership team with internal and/or external training to keep abreast of local, state and federal laws, rules and regulations.
- Manage the annual performance review process, ensuring that employee reviews are completed in compliance with established policies and procedures and best human resource practices.
- Provides support and guidance to staff when complex, specialized, and sensitive questions and issues arise, i.e., providing reasonable accommodations, performance issues, investigating allegations of wrongdoing, and terminations.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Coordinate and or Initiate training and development opportunities, programs and initiatives that provide internal development opportunities for employees.
- Reviews and updates the Center's Personnel Policies and Procedures Manual as needed. ensuring consistent administration and implementation of the policies and procedures by guiding and training staff accordingly.
- Keep abreast of trends, best practices, regulatory changes, and new technologies in human resources and employment law.
- Provide guidance to the management team on well-established policies and procedures, pertinent rules, regulations and laws governing employer and employee relations and best human resource practices, ensuring compliance.
- Perform other related duties as assigned.

Minimum Qualifications

Education: Bachelor's degree from an accredited college or university which directly relates to the knowledge and abilities listed; typically, public administration, human resources management, business administration, finance, economics, and/or other related courses.

SHRM-CP or SHRM-SCP are highly desired.

Experience: Five years of progressively responsible professional-level experience in human resources and, at-least three (3) years of which must have been in a management role.

Demonstrative proficiency in utilizing Paycom HRIS payroll system.

Note: Professional-level Human Resources work is defined as performing duties that require interpretation, independence of judgment and application of defined principles, practices and regulations.

Knowledge, Skills, and Abilities

Thorough knowledge of:

- Onboarding tasks utilizing the Paycom HRIS payroll platform; or other similar hiring platforms.
- Principles, methods and best practices of a variety of human resource program areas.
- Principles, practices and methods of effective management.
- Principles, practices and techniques of program analysis, pertinent Federal, State and local laws, codes and regulations.

Ideal Candidate Attributes

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- 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.
- Proficient with Microsoft Office Suite, Google worksheets or related software.
- Proficiency with or the ability to quickly learn the organization's Paycom HRIS payroll system.
- Resolve complex personnel management issues in a constructive manner.
- Prepare complex written reports in a clear and precise manner.
- Maintain cooperative and constructive relationships with those contacted in the course of work.
- Ability to work within a team environment.

Additional Requirements

- Must possess a valid California Class C driver's license at the time and for the duration of appointment.
- Incumbent required to complete and pass a 10-year employment history verification, which includes a Criminal History Records Check prior to being considered for this position. This status must be maintained for the duration of employment at the Center.

Benefits and Culture

This hybrid position is based in Richmond, California. The Center believes each team member is vital to the organization's success. We serve and work in partnership with all and celebrate the diversity of our community, including people of all backgrounds, regardless of race ethnicity, gender identity, sexual orientation, and religious or spiritual affiliation or belief. Our staff and leadership demonstrate the ways in which our work is continually enhanced by a diversity of thought and perspectives. Our team prioritizes rest, restoration, and creativity as part of encouraging our teammates to live healthy, balanced lives. We celebrate the successes of our team and work collaboratively toward common goals in service of our shared commitment to social justice for youth in the face of systems of oppression.

The salary range for this role is **\$93,800-\$131,300**. New hires are typically placed between the minimum and midpoint of the range, based on the relevance and depth of their experience. Candidates who meet the core qualifications for the role can expect offers near the minimum, while those bringing additional directly relevant experience or specialized expertise may be considered closer to the midpoint. Salaries above the midpoint are generally achieved through tenure and growth within the role. East Bay Center also offers a comprehensive benefits package that includes:

- Health, Dental, and Life Insurance
- Vision, Short- and Long-Term Disability
- Time Off Benefits - including Paid Sick Leave, Vacation, 12 Paid Holidays, Paid Family
- Leave (PFL), Bereavement Leave, Pregnancy and Pregnancy-Related Disability Leave and Accommodations, Reproductive Loss Leave
- Flexible Work Schedule
- Retirement, 4% Employer Contribution (after one year)

How to Apply

Please submit a thoughtful cover letter and resume to: Deborah Preston, with subject line "Senior Human Resources Manager" to Deborah.preston@eastbaycenter.org. We will respond to all applicants.

Please Note: **Review time is typically 2 weeks.**