



CHILD CARE ALLIANCE OF LOS ANGELES
Human Resources
Director of People and Culture

Job Announcement

JOB TITLE: Director of People and Culture

DEPARTMENT: Human Resources

REPORTS TO: Executive Director

FLSA STATUS: Exempt

LOCATION/CLASSIFICATION: Los Angeles, CA

EFFECTIVE DATE: 11/28/2023

SUMMARY:

Who We Are: Child Care Alliance Los Angeles (CCALA) is a partnership of ten Resource and Referral and Alternative Payment agencies in Los Angeles County. Together, our agencies deliver services to thousands of families and child care providers. Services include offering training and one-on-one coaching for child care providers to enhance the work they do with children; assisting parents in finding and identifying quality child care; providing child care vouchers to qualifying families; and providing information to parents and child care providers on topics such as health, oral health and nutrition. Through our member agencies, CCALA has the ability to reach providers, families and children at a grass-roots level in multiple languages with a strong understanding of their areas' unique communities.

The Opportunity: The Director of People & Culture will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department at CCALA, ensuring legal compliance and implementation of the organization's mission and talent strategy. The Director of People & Culture will also support a positive workplace culture that aligns with CCALA's mission and values. This position is a member of the organization's leadership team and reports to the Executive Director.

DUTIES AND RESPONSIBILITIES:

- Collaborates with members of leadership and Executive Director to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, and initiatives, to support the organizations human resource compliance and strategy needs.
- Administers or oversees 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.

- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS).
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommends best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and modern technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Works with Executive Director and Finance Director to maintain a Departmental Budget.
- Facilitates professional development, training, and certification activities for staff.
- Performs other duties as required.

SUPERVISORY RESPONSIBILITIES:

- Oversees all recruitment activity: recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department (e.g., employee relations, admin-benefits, risk management, professional development, performance management).
- Leads all aspects of the employee life cycle from on-boarding to separations and growth.
- Handles discipline and termination of employees in accordance with organization's policy.

QUALIFICATIONS:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree strongly preferred.
- At least five years of human resource management experience required.
- SHRM-CP required.
- SHRM-SCP highly preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the noise level in the work environment, if located in the office, is usually quiet to moderate.

Compliance with federal, state, and local guidelines and laws is required.

SALARY RANGE:

Competitive salary, commensurate with prior experience, education, skills, and abilities. The annual salary range is \$130,000-150,000. Regular full-time position with a competitive benefits package which includes health insurance, 12 paid holidays, and vacation and sick accrued PTO. FLSA status is non-exempt. This position also includes a Flexible Hybrid Work Schedule.

The programs referenced in this job description are contingent upon grant funding.

For immediate consideration, send your resume and cover letter to:

Email: hiring@ccala.net. Please include the job title in the subject line.

Email submissions only.

No phone inquiries. Responses will be sent only to individuals meeting the outlined requirements of the position.

The Child Care Alliance of Los Angeles is an Equal Opportunity Employer.

The Child Care Alliance of Los Angeles is committed to building and sustaining a diverse workforce and culture. As part of this commitment, the Child Care Alliance of Los Angeles provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, national origin, age, marital status, sexual orientation, gender or gender identity/expression, ethnic group identification, mental or physical disability, pregnancy, childbirth, and related medical conditions, or any other legally protected status.

For more information about the Child Care Alliance of Los Angeles please visit our website at:

<http://www.ccala.net/>

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We are not considering applicants that require sponsorship for employment visa status at this time.