



Human Resources Business Partner

Are you a systems-minded HR enthusiast who wants to hone your skills while improving the lives of more than 300,000 Alameda County residents? Do you believe in an employee-centered approach to HR *and* possess the empathy and patience it takes to execute it effectively? Do you want to apply your passion for people operations to helping one of the Bay Area's top non-profits — and a nationally recognized leader in hunger relief — achieve its mission? If so, Alameda County Community Food Bank's HR Business Partner position, might be the perfect opportunity for you!

Leveraging strong working relationships at all levels across the organization the **HR Business Partner** serves as a trusted advisor and partner to staff and people leaders on HR related matters, ensuring that HR practices and initiatives contribute to a positive workplace culture, employee engagement, and overall organizational success.

This role serves as a technical expert managing the daily operations of the people operations function and providing frontline customer service in the areas of recruitment, compensation and benefits, employee relations and engagement, and risk management. They are responsible for HRIS and ATS management and understanding and upholding all relevant employment laws, and organizational policies and procedures.

As a high-performing member of the People & Culture Department, the HRBP supports implementation of a strategy that brings our organizational values of community, leadership, transparency, diversity and innovation to life through employee engagement and a deep commitment to customer service. The position requires a proactive, innovative and flexible HR professional who is dedicated to customer service-driven employee relations.

Alameda County Community Food Bank is a well-established and multi-faceted organization, which has been at the forefront of hunger relief efforts for 35 years. As one of the most efficient direct-impact organizations in the country, few nonprofits are as well-respected — or have a bigger impact on the community — as us. We are a dedicated group of mission-driven people working in a county where 1 in 4 residents experience food insecurity, We will provide 52 million pounds of food to the community this year, but that barely scratches the surface of our work. We're changing lives ... we're forward thinkers who encourage innovation ... we're proud of our work ... and we're having fun doing it!

With our new strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power, and privilege as part of our organizational commitment to equity, diversity and inclusion. Please learn more about our efforts at www.accfb.org.

KNOWLEDGE, SKILLS AND ABILITIES

Required Competencies

- 5+ years of generalist-level HR experience in a diverse and dynamic environment, including expertise in strategic staffing, coaching, relationship building, and developing HR policy and procedures.
- 3+ years of experience managing full-cycle recruitment for multiple, concurrent openings.

- Strong computer skills, including expertise with databases and software. Must have the ability to quickly learn and achieve fluency with numerous technology platforms and data sets; able to analyze data and derive actionable strategic insights.
- Superior knowledge of federal, state and local employment laws, wage and hour regulations, and current human resources best practices; easily able to assess regulatory changes and determine necessary actions.
- Experience leading successful organizational change management initiatives. Able to meet people where they are and bring them along to new ideas, perspectives, and approaches.
- Experience operationalizing equity initiatives. Understands how to leverage HR policy and practices to create just and equitable organizations and dismantle institutional frameworks rooted in white supremacy.
- Solid understanding of payroll, benefits, compensation, risk management and employee relations.
- Working knowledge of health and wellness plan architecture; open enrollment administration experience.
- Superb judgment; ability to handle confidential information with great sensitivity.
- Must have excellent organization, time-management, and task-management skills; able to manage competing priorities and remain agile in a constantly changing, deadline-driven environment.
- Experience planning and delivering multi-faceted communication plans to support strategic initiatives.
- Ability to establish credibility, trust and partnership at all levels of an organization.
- Ability to interact effectively and respectfully with individuals of diverse backgrounds, experiences and personalities; adept at tailoring communication style for a range of audiences and technical abilities.
- Strategic critical thinker with highly developed planning, analytical and creative resolution skills.
- Impeccable attention to detail; able to maintain precision in work product despite constant interruptions.
- Intermediate to advanced public speaking skills, experience facilitating group meeting and trainings.

Preferred Qualifications

- Experience in an HR role at a nonprofit organization with 100+ employees, a dynamic environment with a variety of stakeholders, and deeply rooted community values.
- Experience in implementing, evolving and/or administrator HR systems including LMS, ATS, and HRIS.
- 2+ years of experience managing and developing direct reports.
- Certification such as SHRM-CP, SHRM-SCP, PHR, or SPHR or willingness to earn certification(s).
- Bilingual in English and Spanish or Cantonese.

PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation and diversity.
- Demonstrates humility, integrity and honesty; inspires the trust of others.
- Contributes to building a positive team environment; gives and welcomes feedback; shows desire to learn and grow, both personally and professionally through this work.
- Highly motivated self-starter and a quick learner; strong work ethic with an orientation toward innovation and process improvement.
- Demonstrates respect for cultural differences and sensitivity to organizational power dynamics.
- Exhibits grace and is able to remain calm in high-pressure situations.
- Sense of humor deftly combined with a roll-up-your-sleeves, can-do attitude!

PHYSICAL REQUIREMENTS

This work is located in an office environment. Physical activities necessary in the performance of this job: ability to sit at a computer workstation for up to five hours at a time, ability to move throughout the 118,000 sq ft. Food Bank facility in performance of duties, and ability to bend, lift and carry up to 30 lbs. on occasion. Ability to communicate in clear speaking voice in person, before large groups and over the phone. Ability to operate computer equipment.

COMPENSATION AND BENEFITS

This is a full-time, exempt position working Monday through Friday, 8:30 a.m. to 5:00 p.m. (7.5 hour workday, one hour unpaid lunch). The non-negotiable starting salary is \$98,300 per year. We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield HMO or PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off starting at: 10 vacation days, 12 sick days, 11 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, AD&D & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free ongoing 1:1 financial coaching and access to an interest, service fee and credit requirement-free short-term loan program after six-months on staff.

If you meet these qualifications and want to join our mission, please send your *resume and cover letter* through our **Careers page located at <https://www.accfb.org/about-us/careers/>**

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Posted: 08/17/20