



POSITION TITLE: Director of Human Resources

REPORTS TO: Chief Executive Officer

FLSA STATUS: Exempt

JOB TYPE: Full Time -In Person

SALARY: \$85,000 to \$95,000 annually, depending on experience.

POSITION SUMMARY:

The Director of Human Resources serves as a strategic leader responsible for developing, implementing, and overseeing all human resources functions for St. Mary's Community Services (SMCS). This position partners closely with the CEO and Executive Leadership Team to cultivate a high-performing, mission-driven workforce while ensuring compliance with all employment laws, regulations, and organizational policies.

As an organization committed to creating pathways out of homelessness and poverty, SMCS intentionally hires individuals with diverse backgrounds and lived experiences. The Director of Human Resources will champion employee development by designing and implementing comprehensive training, onboarding, leadership development, and career advancement programs that support staff success at every level of the organization.

The Director of Human Resources will foster a culture of accountability, professional growth, inclusion, and continuous learning while supporting a rapidly growing workforce dedicated to serving vulnerable populations with dignity and compassion.

Why St. Mary's Community Services?

- Mission-Driven Leadership – Be at the heart of an organization dedicated to serving the most vulnerable.
- Strategic Influence – Shape policies and initiatives that uplift lives and drive systemic change.
- Collaborative Environment – Work alongside a passionate team, community partners, and dedicated stakeholders.
- Sustainable Impact – Lead an organization committed to long-term solutions for housing, healthcare, and social support.



Key Responsibilities

Strategic Leadership

- Serve as a member of the leadership team and provide strategic guidance on workforce planning, organizational development, and talent management.
- Align human resources strategies with the organization's mission, vision, values, and strategic priorities.
- Analyze workforce trends and recommend solutions to support organizational growth and sustainability.
- Develop and monitor key human resources metrics and provide regular reports to executive leadership.

Talent Acquisition and Workforce Development

- Oversee all recruitment, hiring, onboarding, and retention activities.
- Develop strategies to attract, hire, and retain mission-driven employees.
- Ensure hiring practices promote diversity, equity, inclusion, and opportunity.
- Partner with department leaders to identify staffing needs and workforce development opportunities.
- Create career pathways and succession planning strategies for employees throughout the organization.

Training and Professional Development

- Lead the development and implementation of a comprehensive employee training and development program.
- Design onboarding programs that equip new employees with the knowledge, skills, and support necessary for success.
- Create individualized and department-wide training plans that support professional growth and organizational effectiveness.
- Develop leadership training programs for supervisors, managers, and emerging leaders.
- Partner with external organizations, educational institutions, and workforce development agencies to expand learning opportunities.
- Foster a culture of continuous improvement and lifelong learning.
- Support employees with lived experience by identifying training, mentorship, and professional development opportunities that strengthen career advancement and long-term success.



Employee Relations and Organizational Culture

- Promote a positive, supportive, and accountable workplace culture.
- Provide coaching and consultation to supervisors regarding employee performance, conflict resolution, and personnel matters.
- Lead investigations related to employee concerns, grievances, and policy violations.
- Ensure fair and consistent application of organizational policies and procedures.
- Support employee engagement initiatives and recognition programs.

Performance Management

- Oversee the organization's performance evaluation process.
- Train supervisors on effective coaching, documentation, corrective action, and employee development practices.
- Develop systems that support accountability, professional growth, and organizational excellence.
- Monitor performance management practices to ensure consistency across departments.

Compliance and Risk Management

- Ensure compliance with federal, state, and local employment laws and regulations.
- Maintain and update personnel policies, employee handbooks, and HR procedures.
- Oversee employee leaves, accommodations, workers' compensation, unemployment claims, and related processes.
- Partner with legal counsel and external consultants as needed.
- Maintain confidential personnel records and ensure proper documentation practices.

Compensation, Benefits, and HR Operations

- Administer employee compensation and benefits programs.
- Conduct compensation analyses and recommend salary adjustments as appropriate.
- Oversee HR systems, personnel records, and reporting requirements.
- Manage employee benefits administration and vendor relationships.
- Develop and monitor the human resources budget.
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Supervision

- Provide direct supervision to assigned human resources personnel.
- Establish clear performance expectations and development goals.
- Promote a culture of accountability, collaboration, and customer service within the HR department.



Physical & Mental Requirements

Mobility: Frequent sitting; occasional walking, standing, pushing, pulling, bending, squatting, and climbing.

Lifting: Frequent lifting of up to 25 lbs.; occasional lifting of 5–50 lbs.

Visual: Frequent reading, close-up work, and use of overall vision; occasional depth perception and peripheral vision.

Hearing/Talking: Frequent communication in person, by phone, and by radio.

Emotional/Psychological: Frequent decision-making, concentration, and client interaction; occasional public speaking; potential exposure to trauma-related situations.

Environmental: Work in lodges, with occasional office work and varied weather exposure.

What You Bring:

Required

- Bachelor's degree in Human Resources, Business Administration, Public Administration, Organizational Development, or a related field.
- Five (5) years of progressively responsible Human Resources leadership experience.
- Demonstrated experience in employee relations, performance management, compliance, recruitment, and organizational development.
- Experience developing and implementing employee training and professional development programs.
- Strong knowledge of California employment law and human resources best practices.
- Excellent interpersonal communication, facilitation, and conflict resolution skills.
- Ability to maintain confidentiality and exercise sound judgment.

Preferred

- Master's degree in Human Resources, Organizational Leadership, Business Administration, or a related field.
- SHRM-SCP, SHRM-CP, SPHR, PHR, or similar certification.
- Experience working in nonprofit, healthcare, behavioral health, social services, homeless services, or mission-driven organizations.
- Experience supporting a workforce that includes individuals with lived experience and diverse educational and professional backgrounds.



Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision Insurance
- Paid time off

SMCS is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive workplace that values and respects all individuals. Employment decisions are based on merit, qualifications, and business needs, without regard to race, color, religion, creed, national origin, ancestry, age, disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, sexual orientation, military or veteran status, or any other status protected by applicable federal, state, or local laws.