



Greater Los Angeles
Veterans
Research & Education
Foundation

Job Title: Human Resources Director

Department: Administration

Reports To: Executive Director

Status: Full-Time, Supervisory

Location: Los Angeles, Hybrid Eligible

Salary: \$95,000 -- \$115,000

Summary:

Our Veterans have given a selfless gift through their service to our country, and they deserve the best health opportunities available. For more than 90 years, the Department of Veterans Affairs (VA) Veterans Health Administration (VHA) has managed or sponsored research and education programs that have led to health care breakthroughs and improved the lives of Veterans and the public. The Greater Los Angeles Veterans Research and Education Foundation (GLAVREF) is an independent, non-profit 501(c)(3) designed to support those efforts with one mission in mind: *Building partnerships to advance research and education for the health of our Nation's Veterans.*

GLAVREF administers VA-approved research and education, and we are looking for a qualified candidate to join us in the role of Human Resources Director.

Our main office is located on the West Los Angeles Veterans Healthcare campus and is a full-time salaried position with generous benefits including medical, dental, vision, vacation, sick leave, and 403(b) plan.

We are seeking a dynamic, experienced HR Director with outstanding people skills to manage our personnel and ensure that our human resources programs and initiatives are effective, efficient, and aligned to overall business objectives. Duties for the HR director will include supervising HR personnel, mediating employee grievances and disputes, supporting employee development, enhancing job satisfaction, designing onboarding procedures, implementing HR strategies that support business objectives, forecasting staffing needs, mitigating risk, structuring benefit packages, maintaining employee records, managing budgets, designing accountability mechanisms, and overseeing overall employment needs.

The ideal candidate for this role should possess a high work ethic, excellent communication skills, knowledge of labor regulations and HR practices, strategic thinking abilities, strong organizational skills, and excellent interpersonal skills. The exceptional HR Director should improve HR processes, implement strategies that support business growth, improve morale and employee retention, enhance safety and wellness, strengthen relations between staff and employers, manage job satisfaction, attract the best recruits, and promote the organization's values. Software used includes Office 365, Teams, Real Time CTMS, Costpoint and grant management and HRIS systems TBD.

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11301 Wilshire Blvd., Building 114, Room 218 Los Angeles, CA 90073 tel 310.312.1554 www.glavref.org

Essential Duties and Responsibilities:

- Developing and implementing human resources policies
- Managing Without Compensation (WOC) process for new hires as required
- Supporting strategic objectives
- Strong budgeting skills to determine if positions are covered by researcher's available funding
- Hiring staff and negotiating employment agreements
- Ensuring compliance with laws and regulations
- Managing staff wellness and performance reviews
- Motivating and supporting current staff
- Maintaining staff records
- Managing employee benefits
- Identifying staffing needs and creating job descriptions
- Designing and directing training programs
- Supervising HR and Payroll staff

Qualifications:

- Bachelor's degree, Master's degree or Certificate in HR Management
- Excellent communication skills
- Highly organized
- Superior interpersonal skills
- Detail-oriented
- Excellent problem-solving skills
- Budget management experience
- Strong people skills
- Knowledge of labor laws and regulations
- Computer literacy to include Microsoft Office, Project Management and CTMS software as needed

Language Skills

Superior command in writing, proofreading, and communicating in the English language.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, etc. Ability to apply concepts of business mathematics and statistical analysis.

Reasoning Ability

Ability to deal with problems involving multiple variables in non-standard situations.

Physical Demands

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 frequently required to sit; use hands; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to moving mechanical parts such as the case of using a paper shredder, copier, or other standard office equipment that contains said parts. The noise level in the work environment is usually moderate.

Conditions of Employment:

- Authorized to work in the USA

GLAVREF is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected Veteran status.