



JOB DESCRIPTION

Job Title: Human Resources Manager	Department: Administration	Reports to: Executive Director
Prepared by: Dan Cano	Version #: 01	Date approved: 6/10/25

Work Schedule: <input checked="" type="checkbox"/> Full-time (≥30 hours) <input type="checkbox"/> Part-time (< 30 hours) <input type="checkbox"/> Temporary	FLSA Status: <input checked="" type="checkbox"/> Exempt, Salary <input type="checkbox"/> Non-exempt, Hourly Starting pay \$75,000
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ABOUT OHRA

Opportunities for Housing, Resources and Assistance is a nonprofit organization based in Ashland, Oregon that serves community members throughout the Rogue Valley. Services including operating short-term shelters for unhoused community members, and providing social services and support for those in need.

PRIMARY FUNCTIONS

The Human Resource Manager reports to the Executive Director, and plays a critical role in supporting the organization, its team members, and the day-to-day operations of OHRA. This position will ensure that OHRA is utilizing best practices to maintain regulatory and statutory compliance; support a positive working environment; and contribute to the overall well-being of the organization by helping its team members accomplish their mission.

This position will work closely with the Executive Director, senior team members, and supervisors to administer and execute the functions listed below.

DUTIES & RESPONSIBILITIES

Recruitment & Onboarding

- Conduct online recruitment activities and ensure they are effective.
- Establish best practices for interviewing that aligns with OHRA's culture, mission and strategic goals.
- Ensure onboarding activities are appropriate, effective, and well executed. The activities include, but are not limited to, background checks, reference checks, creating confidential employee files, ensuring onboarding training.
- Assists and counsel staff/employees to prevent conflict and intervene as appropriate.
- Assists supervisors and employees when separation from employment occurs using best practices to reduce conflict and liability.
- Maintains employee files according to state & federal regulations.

Compliance & Documentation

- Maintain compliance with federal, state, and local employment and benefits laws and regulations.
- Oversee the OHRA Employee Handbook, ensuring policies are updated and implemented annually in order to align with OHRA's values, culture, and be in compliance with state & federal regulations.
- Ensure annual reviews are tracked, up to date, and tracked using best practices that support a team environment.
- Maintain all employment files and records in up-to-date status, and according to the highest standard of labor laws and policies.
- Process unemployment and workman's comp claims.
- Process and administer all leave-of-absence requests

Payroll

- Support the Finance and Accounting team by ensuring deadlines are met, inputting payroll data as necessary, ensure payroll data is accurate, and ensure staff are well trained in their responsibilities to monitor and submit timesheets.

Training, Development, and Support

- Coordinate staff events that support a healthy team culture.
- Develop and Coordinate training in coordination with senior staff and supervisors.
- Keep training software up to date.
- Process payroll in a timely fashion and keep accurate timekeeping records, including processing all garnishments and deductions.
- Facilitate benefits administration, including processing enrollments/changes and reporting, and helping execute the annual benefits enrollment process.

Additional duties:

- Compiles and verifies employee data and makes reports as required.
- Maintains strict confidentiality, privacy, and security in all aspects of work and in compliance with local, state, and federal requirements.
- Responds to questions regarding department policies and procedures.
- Performs additional duties as assigned by the Executive Director.

Required Qualifications:

- A minimum of three years' of progressive HR experience
- Strong verbal, written, and interpersonal skills.
- Understanding of how to implement Oregon HR principles, laws, and practices.
- Ability to form trusting relationships across the organization.
- Strategic thinker with the ability to focus on continuous improvement and the future needs of the organization.
- Ability to manage and lead others through change and challenging situations.
- Ability to learn quickly, show flexibility, and have strong initiative.
- **Ideal Qualifications:**
- Bilingual with fluency in Spanish
- SHRM Certification in HR
- Bachelor's Degree

Physical Demands

Sitting 50 %	Walking 25 %	Standing 25 %
Lift up to 30 lbs.		
Bending at the waist		
Walking for 30+ minutes		

Work Environment

- Exposure to fluorescent lights
- Occasional exposure to temperature changes
- Stairs, Elevator is also accessible.

Note

Opportunities for Housing, Resources, and Assistance, Inc. (OHRA) reserves the right to modify this description at their discretion.