



JOB TITLE: Senior Director of Human Resources
LOCATION: Irvine, CA
WAGE/SALARY: Commensurate with experience
STATUS: Full Time, Exempt

ORGANIZATION:

For 25 years, TGR Foundation has worked to create a world where opportunity is universal and potential is limitless. With an unwavering commitment to impact underserved youth, its mission is to empower students to pursue their passions through education. Through innovative STEM coursework, college-access programs, digital platforms and educator professional development, TGR Foundation provides resources and support to help youth connect their passions to their purpose. Since its launch in 1996, TGR Foundation's education and outreach programs have reached two million youth worldwide.

OVERVIEW:

The Senior Director of Human Resources ("SDHR") reports directly to Vice President of Operations and Administration will oversee the hiring and employee relations of all the departments of the organization and will ensure to meet the organization's standards. The SDHR will plan, lead, develop, and manage policies, ensuring legal compliance and implementation of the organization's mission, values and talent strategy.

The Senior Director of Human Resources must value a diverse workplace, possess strong leadership, and a passion for supporting others.

JOB DUTIES & RESPONSIBILITIES:

ORGANIZATIONAL

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention
- Oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance; 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
- Monitors and ensures the organization's compliance with employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance
- Develops and implements departmental budget and manages related expenses
- Facilitates professional development, key trainings, and certification activities for staff
- Performs other duties as required

ADMINISTRATIVE

- Collect, maintain, and organize confidential human resource documentation for all current and former staff members
- Manage the digital time off request system (Paychex Flex Time & Attendance)
- Monitor the timecards of hourly employees and/or interns
- Evaluate the competitiveness of the benefit package of the organization on an annual basis
- Oversee enrollments for all benefit plans; communicate annual enrollment periods to staff



- Ensure compliance of all employees requested leaves of absence(s), short-term disability, long-term disability, etc., alongside the insurance and legal firms
- Conducts competitive market research to establish pay practices that ensure the organization attracts and retains top talent

INTER-DEPARTMENT

- Effectively communicate new and existing human resource initiatives
- Foster a supportive, collaborative, and fulfilling workplace culture
- In collaboration with the Executive Management Group ("EMG"), develop staff pathways within the organization to support career progression
- Serve as a neutral mediator for staff issues and escalate significant issues to the attention of EMG; conduct workplace investigations and reporting
- Consult with legal resources for advice on complex employment matters, litigation, and other serious complaints
- Provide guidance to managers and leadership on best practices of performance management
- Conduct regular listening sessions and collaborate with the Wellness, Values, and DEI committees
- On-board new employees and equip them with the resources needed to thrive in their new role in conjunction with the inter-related department
- Facilitate exit interviews for departing staff members/interns and circulate relevant feedback to direct supervisors and EMG

RECRUITMENT

- In collaboration with senior leadership throughout the organization, revise, or draft job descriptions in preparation for distribution
- Recruit talent for available positions using DEI protocols to ensure an unbiased hiring process
- Conduct telephone screenings of candidates; facilitate subsequent rounds of interviews
- Negotiate terms of hire; execute offer letters

QUALIFICATIONS

REQUIRED SKILLS/ABILITIES:

- Excellent verbal and written communication skills
- Excellent interpersonal and negotiation skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Ability to balance multiple responsibilities with leadership skills

EDUCATION AND EXPERIENCE:

- A bachelor's degree in human resources, business administration, or related field
- At least five years of human resource management required
- SHRM-CP or SHRM-SCP highly preferred

TO APPLY:

Please submit a cover letter and a resume as a single PDF to help@tgrfoundation.org.

TGR Foundation is proud to be an equal opportunity employer.