



ADMINISTRATION

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ACC GREENHAVEN TERRACE

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ACC NURSING HOME

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ACC PARK CITY

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Sacramento, CA 95831

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Position Title: **Human Resource Manager**

We seek a Human Resource Manager who will assure compliance with fair employment practices and related government regulations within the Asian Community Center (ACC), with attention to the needs of employees and volunteers, and the specific environments in which services and programs are provided. This position reports to the Chief Executive Officer. Other responsibilities include being an active management team member and implementing needed planning, recruitment, retention and recognition, and separation of human resources at the various facilities and within departments; develop and oversee the implementation of policies and procedures regarding all aspects of employment law and employee relations; and counseling and assisting managers with effective techniques regarding problem solving and team building.

ACC is an established non-profit tax exempt organization that promotes the general welfare and to enhance the quality of life for our community by identifying, developing, and providing culturally sensitive health and social services for older adults. Our vision is to create an array of services that help older adults sustain their independence and life styles. Current programs include a 99-bed skilled nursing facility, a 166 apartment independent living community for seniors, and community-based lifelong learning & wellness, transportation and social day respite programs. We employ about 150 staff.

ESSENTIAL JOB FUNCTIONS

- A. Human Resources: Working closely with executive and senior management, identify and address human resource needs of the organization, including:
1. Maintaining a central file of job descriptions and duty statements by job classification in conjunction with manager and staff efforts, and according to budget and proposed program specifications;
 2. Analyze existing market based compensation and benefits surveys, or conduct limited surveys for specific job classifications to assist with decision making, as appropriate;
 3. Oversee personnel recruitment in conjunction with executive and senior manager efforts to fill vacant and new positions (including posting positions, assuring a diverse pool of applicants, applicant screening related to job requirements, interviews, follow-up communications, and assuring adequate records are kept of each recruitment process);
 4. Coordinate hiring, and if appropriate, advise on conditions of employment, including oversight of orientation to ACC, completion of required documents and establishment of personnel files;
 5. Coordinate communication and education related to the employer 403(b) Plan and schedule annual reports or audit as required; and
 6. As appropriate, monitor, advise on, and/or process actions regarding employee status, fitness for duty, including recognition of accomplishments, leaves, discipline, and separation. Coordination of employer worker's compensation, and documentation of unemployment claims, appeals and hearings.

- B. Responsible for ensuring that the organization is complying with all federal and state employer guidelines and regulations, including EEO, OSHA, FMLA, ERISA, HIPAA, and others.
 1. Identify and address compliance errors and assist in timely training of staff to ensure that errors do not reoccur.
 2. Maintain all state/federal postings including the OSHA 300 log.
 3. Be a resource to work site safety committees. Encourage and foster regular meetings and coverage of timely content.
 4. As an employee of ACC, full compliance with all provisions in the Health Insurance Portability and Accountability Act (HIPAA), and ensure that all staff and volunteers of the organization understand and comply with HIPAA requirements.
- C. Coordinate and facilitate logistics of open enrollment periods and answers employee questions regarding benefits.
- D. Work in conjunction with other departments toward meeting employee needs, including coordinating and planning training for staff development.
- E. Respond to requests or complaints by employees.
- F. Maintain current references of community resources that may be of assistance to employees and makes appropriate referrals to community agencies when appropriate.
- G. Respond to human resource issues related to volunteers.
- H. Other duties as requested.

DESIRED CHARACTERISTICS

- A. Corporate Compliance
 1. Full compliance with the Corporate Compliance Policy is a condition of employment with ACC.
- B. Customer Service
 1. Offer assistance to clients in a timely manner.
 2. Take the initiative to resolve employee concerns or confirms that the appropriate party resolves the concerns.
 3. Make referrals related to employee needs to the appropriate supervisor.
- C. Interpersonal Relationships
 1. Communicate unresolved work-related problems using chain of command, consistently demonstrates effective problem-solving skills, and handles confidential information appropriately.
 2. Demonstrate flexibility in the context of a changing workload, sets priorities accordingly, and carries out job assignments in a self-directed manner.
 3. Remain calm in an environment with many demands and frequent changes and interruptions.

D. Teamwork

1. Friendly and courteous to volunteers and co-workers. Model a service attitude toward others, takes ownership in solving problems, and takes the initiative to improve situations.
2. Work as a team player among all departments in the facilities.
3. Assist co-workers when asked by the appropriate supervisor to do so.

E. Miscellaneous

1. Work in accordance with established safety guidelines with emphasis on the use of proper body mechanics and safe work practices. Facilitate management of risks to prevent illness, injury and accidents.
2. Maintain attendance as outlined in ACC employee policy.
3. Attend and participates in appropriate in-service and department meetings.
4. Prompt reports of noticeable environmental or equipment repair needs to the maintenance department.
5. Maintain a professional image to the employees and public.

F. WORK TRAITS

1. Aptitudes: Possess the ability to work independently, accepts and appropriately uses direct and general supervision to adjust to changing conditions and frequent demands, and to acquire new knowledge to perform additional and more difficult tasks.
2. Temperament: Possess the ability to maintain a positive stable disposition in performing work and in association with staff. Demonstrate an ability to maintain a high level of performance in an environment of frequent demands.

QUALIFICATIONS

- A. Requires at least a Bachelor of Arts degree in human resources, psychology, business administration, or a related field.
- B. Five years of increasingly responsible positions and experience as a manager with human resources responsibilities and staff supervision experience, and/or a Society of Human Resource Management is preferred.

To apply, send letter of interest and resume to ACC Administration, 7311 Greenhaven Drive, Ste 187, Sacramento, CA 95831, or email to office2@accsv.org. Please see www.accsv.org for further information. EEOE. All applications accepted until position is filled.