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JOB ANNOUNCEMENT

DIRECTOR OF HUMAN RESOURCES

ORGANIZATIONAL BACKGROUND

Public Counsel is the largest *pro bono* public interest law firm in the country. Founded in 1970, it is dedicated to advancing equal justice under law and addressing economic, racial, and other inequities by delivering free legal and social services to the most vulnerable members of our community. Public Counsel operates eight legal projects: Children's Rights, Community Development, Consumer Rights, Homelessness Prevention, Immigrants' Rights, Veterans' Rights, the Audrey Irmis Project for Women & Girls' Rights, and our impact litigation project, Opportunity Under Law. Public Counsel has a full-time staff of over 130.

We are committed to building a diverse staff and encourage applications from people of color, people with disabilities, and people of all gender identities, gender expressions, and sexualities.

JOB SUMMARY

Public Counsel is seeking a dynamic leader with significant human resources experience to serve as a key member of its management team. The **Director of Human Resources** will directly supervise the Human Resources ("HR") team, report to the Chief Operating Officer & General Counsel, and work closely with the President & CEO and other senior management at Public Counsel to:

- Develop, support, and lead efforts to meaningfully ensure equitable experiences for all staff, incorporating the perspectives of multiple communities and promoting a culture of inclusivity and belonging that embraces the contributions of all team members;
- Lead and execute improvements to Human Resources systems, policies, and processes to facilitate responsive staff support and service;
- Develop and implement policies and procedures that ensure the organization thoughtfully embraces and complies with applicable labor laws and regulations;
- Direct and coordinate the administration of the bargaining unit contract that defines the conditions of employment for union-represented employees at Public Counsel;
- Identify and administer meaningful and interactive professional development training programs for employees, including new employees and new supervisors;
- Identify and develop recommendations for employee wellness initiatives and programs, working closely with staff to understand their needs;
- Oversee and improve the annual employee evaluation process;
- Direct the administration of retirement and other benefits programs, and evaluate and develop recommendations for improvements to employer-sponsored benefit programs;

- Work closely with the Vice President of Finance and Chief Financial Officer to evaluate and make recommendations for insurance coverage and renewals, and oversee insurance renewal processes; and
- Provide direction and oversight in the development and implementation of employee relations strategies and programs designed to minimize and mediate workplace disputes, and to foster a positive and productive work environment.

DESIRED JOB SKILLS AND ABILITIES

- Significant leadership experience in the human resources field, with at least 5 years of human resources management experience preferred;
- Experience working directly with people from diverse backgrounds and incorporating their perspectives in the consideration of impacts and outcomes of a decision-making process;
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities;
- Demonstrated knowledge of federal and state employment laws and regulations;
- Experience in labor relations in a union environment preferred (including ability to negotiate and manage collective bargaining agreements); and
- Excellent interpersonal and communication skills, and the ability to work effectively with a wide range of constituencies in a diverse community.

START DATE AND COMPENSATION

- This position is available immediately. The Director of Human Resources is a full-time, exempt position. Salary is commensurate with abilities and experience and starts at \$120,000.
- Public Counsel offers a competitive benefits package including: (1) medical, dental, and vision coverage with both HMO and PPO options, (2) the option to enroll in a Flexible Spending Account, (3) a 403(b) retirement plan with elective contribution and an employer contribution after a year of employment, and (4) employer-paid life insurance and disability plans.
- Public Counsel follows all emergency state and local orders arising from the current COVID-19 crisis. Though generally this position is office based, currently all staff must work remotely from their homes. Public Counsel will assess when the physical office will reopen in a manner consistent with public health and local and state emergency orders.

APPLICATION DEADLINE

Continuous until position is filled.

TO APPLY

Click on this link to apply, <https://recruiting.paylocity.com/Recruiting/Jobs/Details/696481>.

Please include a cover letter and resume. No calls please.

In your cover letter, please address the following in order for your application to be considered:

How do you think your personal background or experiences, professional or otherwise, have prepared you to develop, support, and lead efforts to meaningfully ensure equitable experiences for all staff and promote a culture of inclusivity and belonging that embraces the contributions of all team members at Public Counsel?

Public Counsel is an Equal Opportunity Employer

All qualified applicants shall receive consideration for employment without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, gender identity or sexual orientation, in accordance with requirements of Federal and State laws.

All qualified applicants with criminal histories will be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.