

HUMAN RESOURCES MANAGER

SALARY RANGE 45: \$12,785 - \$15,539 monthly

(This position is exempt and at will. The schedule is nine 8-hour workdays per two week pay period. Some evening and weekend work may be needed during peak times.)

Please see AHA website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/> for final filing date.

THE ORGANIZATION

The Housing Authority of the City of Alameda (AHA) is proud of its mission and accomplishments. In partnership with the community, AHA advocates and provides quality, affordable safe housing, encourages self-sufficiency, and strengthens community in housing.

THE POSITION

AHA is seeking an exceptional, team-oriented candidate to work at the Human Resources Manager level. The candidate hired will work on a wide range of analytical, management, and technical assignments supporting AHA Human Resources operations and programs, including human resources administration, employee relations, recruitment and selection, classification and compensation, benefits, employee related risk management and will have the opportunity to perform meaningful and impactful work for an agency dedicated to providing affordable housing in the most impacted region of the nation.

The Human Resources Manager position will report to the Director of Human Resources and will play a key role in accomplishing department goals by conducting relevant planning, managing projects, and overseeing complex programs. AHA is particularly interested in applications from candidates with strong knowledge of HR functions, including, but not limited to; labor laws, employee relations, benefit administration, payroll/timekeeping, and a variety of other complex duties.

These positions require the ability to communicate and work effectively with a wide variety of internal and external partners, work on project teams, and receive work direction.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Education: Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field, *and*
- Experience: Four (4) years of human resources professional administrative and management support experience, preferably in the public agency government. Housing related experience is strongly desirable, along with some supervisory experience.

- Candidates should possess strong technical skills including proficiency in common business software and document retention systems; experience with Yardi and/or Laserfiche preferred.
- Top notch analytical, research and reporting, project management and problem-solving skills
- Public sector housing work experience is desirable.
- Must be able to be insured under AHA's owned automobile insurance policy.

BENEFITS PACKAGE

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program, plus voluntary 457, 457 Roth, and Roth IRA plans (no employer contribution). *Important:* AHA does not participate in Social Security.
- A variety of health insurance plans to choose from, with some plans fully paid for (regardless of the number of dependents) by employer contributions.
- 2 weeks of vacation to start; 11 holidays; and 3.5 floating holidays per year plus paid sick leave.
- A flex schedule of 9 8-hour workdays each pay period with every other Friday generally not scheduled as a workday. Exempt employees, however, are measured on outcomes and are expected to complete work assignments irrespective of the flex schedule.
- Note that the Human Resources Manager works on-site; telecommuting is not generally offered. These positions require 3-4 days per week in the office.
- Note that this position may be filled as an at-will position.

IMPORTANT APPLICATION INFORMATION

Please see AHA website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/> for final filing date.

To apply, submit a:

- Housing Authority Employment Application
- Resume (three pages maximum, include months/years of employment), and
- Responses to the supplemental questions (two pages maximum)

Your resume and supplemental questions must be in Word or pdf format and uploaded into the employment application form. The AHA application form is located in the Working With AHA>Current Job Openings section of the Housing Authority's website at <http://www.alamedahsg.org>. The full job description and supplemental questions are on the Open Positions page in Employment Opportunities.

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY VIA THE AHA WEBSITE

If you need a reasonable accommodation under the American with Disabilities Act, please contact the Housing Authority office at hr@alamedahsg.org.

**The Housing Authority of the City of Alameda is an
Equal Opportunity / ADA Employer**



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City of Alameda

Supplemental Questions for the Human Resources Manager Position

The purpose of this questionnaire is for you to identify your qualifications and experience in specific job related areas. Your responses, along with your other application materials, will be reviewed by the AHA and used to make the initial determination of which applicants are best qualified for the position.

Written answers are not to exceed two (2) pages total.

1. Please describe your experience working in Human Resources, including all experience in human resources administration, employee relations, recruitment and selection, classification and compensation, benefits, employee related risk management and your role.
2. Describe your experience performing analysis of federal, state, and/or local legislation and regulations, and in writing policies and procedures to ensure organizational compliance with these regulations.