



**Position Title:** Director of People and Culture  
**Reports To:** Associate Executive Director  
**Collaborates With:** Director, Executive Director, Supervisors  
**FTE/Classification:** 1.0 FTE, Exempt  
**Location:** This is a remote position.

The Center for Applied Research Solutions (CARS) is a California 501(c)(3) nonprofit dedicated to health equity in behavioral health, public health, and education. In all our work, our mission is to foster safe, healthy, and engaged people and communities.

CARS leads multiple projects related to health equity, reducing health disparities, supporting LGBTQ+ communities, and antiracism in the behavioral health field. CARS is committed to promoting justice, equity, diversity, inclusion, and belonging in our communications. We welcome applications from candidates who identify with traditionally underserved and marginalized communities (including but not limited to racial, ethnic, sexual orientation, gender orientation, and disability identities), and/or who have substantial experience in communications and outreach work with these communities.

**General Description:** The Director of People and Culture is an organization position that will guide and implement internal protocol and policies in collaboration with the Executive Director and Associate Executive Director. This role will be responsible for developing and implementing strategies that foster a positive, inclusive, equitable, and engaged work culture. This individual will be responsible for supervising CARS Managing Directors and will serve as main point of contact for staff human resource and compliance needs. Responsibilities include designing staff and supervisor trainings, implementing human resources protocol, helping define and lead culture-building strategies, attracting and recruiting diverse candidates, and creating a comprehensive onboarding program to successfully prepare staff for their work at CARS. This individual will also provide subject matter expertise and provide consultation or training support to CARS projects as appropriate.

## **ESSENTIAL FUNCTIONS**

### **Recruitment, Hiring, and Onboarding**

- Develop strategies to promote open positions to attract diverse candidates; establish and conduct recruitment and hiring processes in collaboration with supervisors
- Implement onboarding program for new employees. In collaboration with leadership and Managing Directors, develop and standardize onboarding expectations, protocols, and procedures

### **Performance Management/Professional Development**

- Oversee performance management protocol, including performance review procedures and documentation and performance improvement plans; provide performance management guidance to supervisors and provide support for personnel matters.
- Provide coaching and resources to supervisors and staff members to help resolve interpersonal and team conflict grounded in restorative practices, track, document, and address conflicts and incidents in coordination with organization leadership and external counsel as appropriate
- Manage and resolve complex employee relations issues; conduct effective, thorough, and objective investigations when appropriate
- Identify and coordinate ongoing staff training, including required annual trainings, skill-based trainings, diversity, equity, and inclusion trainings, and other trainings as identified

### **Culture/Employee Relations**

- Plan, organize, and lead monthly All Staff meetings in collaboration with leadership

- Build and maintain strong relationships with employees across the organization, serving as the primary human resources contact for employees on issues related to their work experience and well-being
- Proactively engage employees to build and maintain positive organizational culture and staff morale
- Coordinate creation of a wellness program to support staff, including crisis response resources, services, and activities
- Exhibit understanding, sensitivity, and responsiveness to cultural differences with CARS clients and staff; oversee the creation and implementation of programs that build knowledge and understanding of diversity, equity, and inclusion

#### **Compliance/Regulatory Requirements**

- Research, develop, write, and update policies, procedures, and guidelines in adherence to applicable laws and regulations
- Provide leadership and direction to ensure compliance with local, state, and federal employment-related laws; provide guidance and training to staff as required

#### **REQUIRED COMPETENCIES (Knowledge, Skills, Abilities)**

- Experience in human resources policies, procedures, and requirements, including revising or developing new HR policies and procedures to meet changing organizational needs in support of desired organizational culture
- Excellent communication and interpersonal skills and extensive experience working with teams
- Experience with employment law, compliance, and labor relations
- Demonstrated leadership skills, with a minimum of two years of supervisory/personnel management experience; experience consulting and educating senior management on HR-related topics
- Understanding of best practices and experience in building inclusive and engaged workplaces that foster belonging; cultural awareness and sensitivity with lens of racial and gender equity; experience supporting a multi-generation workforce
- Knowledge and understanding of strategies and approaches to foster a culture of belonging and an inclusive workplace (DEI policy development, implicit bias training)
- Ability to deal with conflict effectively using restorative practices, and to manage difficult situations confidently and calmly; demonstrated ability to coach and counsel both organization leadership, supervisors, and employees; willingness to make difficult decisions
- Strong project management skills; ability to effectively plan, implement and manage HR programs and functions, and workplace wellness; ability to implement, explain, and apply relevant policies, procedures, laws, and regulations

#### **MINIMUM QUALIFICATIONS**

- **6-10 years' experience with human resources** and staff management **required**
- Bachelor's degree in Human Resources, Business Administration, or HR certification **required**
- Ability to conduct future travel as appropriate within pandemic context

CARS offers a small business environment and an excellent benefit package. CARS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual or gender identity, or genetics. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, members of the lesbian, gay, bisexual, and transgender communities, and those with lived experience with mental health challenges.

**Salary Range:** \$90,000 – \$125,000 annually

**To Apply:** Submit a current resume and cover letter explaining your interest in the position. All materials should be sent electronically to [carshr@cars-rp.org](mailto:carshr@cars-rp.org) by **January 17, 2023**. No phone calls please. This position will remain open until filled. Thank you in advance for your interest.