

## Luther Burbank Center for the Arts

### Job Description

<b>Job Title:</b>	Human Resources/DEI Manager
<b>Department:</b>	Finance & Administration
<b>Reports To:</b>	Director of Finance & Administration (w/collaborative relationship with Director of Education & Community Engagement
<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	November 24, 2021

#### **Job Summary:**

The HR and DEI Manager plays an integral part in ensuring that the HR and equity policies in place at LBC protect and promote the best interests of both the employees and the organization.

They will support the overall impact of the organization regarding Human Resources-related responsibilities and equity initiatives. Under HR related responsibilities, the HR and DEI Manager will oversee day to day HR duties including recruiting, hiring, and interviewing staff, on-boarding new hires, employee relations, training and development, and policy interpretation. Under DEI initiatives, the HR and DEI Manager will work closely with the Senior Leadership Team and the DEI Committee to ensure ideas, planning, and policies are implemented within the organization with fidelity and integrity.

#### **Duties/Responsibilities:**

##### **Leadership:**

- Participates in the development and implementation of the strategic plan for LBC.
- Promotes and develops a culture of professional growth, learning and collaboration across all programs.
- Collaborates with and supports the Directors of programs with respect to service delivery, staffing and employee performance and employee relations.
- Provides oversight, direction and enforcement of LBC's policies and procedures.
- Identifies, implements, and monitors customer service standards to ensure the HR department is meeting internal and external customer needs in a professional manner that recognizes the human potential for growth and change.
- Establishes procedures to ensure all internal customers are assisted appropriately and supported and in a timely manner.
- Performs other duties as assigned.

### **Human Resources Oversight:**

- Contributes information, analysis, and recommendations to LBC's strategic thinking and direction.
- Plans, designs, develops, and evaluates HR-related initiatives that support the LBC's strategic goals and align with its mission.
- Implements and leads HR strategies for talent acquisition, staffing, compensation, performance management, health and welfare benefits, compliance, training and development, records management, safety and health, succession planning, and employee relations and retention.
- Supports Directors in the areas of recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
- Accomplishes special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.
- Researches, develops, and updates HR-related policies, procedures, methods, and guidelines; communicates organization's values.
- Ensures compliance with federal, state, and local legal requirements and advises management on recommended actions.
- Maintains current job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Participates in and utilizes opportunities that provide professional growth through attendance at LBC internal trainings and other conferences. Periodically attends program staff meetings.

### **Diversity, Equity, and Inclusion Oversight**

- Review, develop, recommend, implement and maintain policies, procedures, and programs that consider and infuse DEI lens.
- Creates, seeks out, and facilitates learning, training, and development programs that provide internal development opportunities for employees.
- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, diversity, retention, and succession planning.
- Review and update all communication on our website, social media pages, job descriptions, and internal documents to ensure non-discriminatory language and objectivity.

- Measure and forecast diversity metrics as pertaining to staff, patrons, Volunteers and Board
- Establish relationships with appropriate organizations and individuals that will further the DEI work of the Center
- Other DEI duties as assigned

### **Required Skills/Abilities:**

- Excellent verbal and written communication skills
- Experience and comfort with facilitating sensitive conversations
- Experience leading and facilitating DEI-related initiatives within an organization
- Excellent interpersonal, negotiation, and conflict resolution skills
- Ability to juggle multiple activities and priorities concurrently
- Demonstrated success in organizing team activities
- Ability to work independently with little supervision
- Strong analytical and problem-solving skills
- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment-related laws and regulations
- Adept at data collection, management, and translation
- Proficient with Microsoft Office Suite or related software
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems
- A deep interest and commitment to Diversity, Equity, and Inclusion work
- At the heart is the ability to connect, hear what isn't being said, and compassion to find a successful, inclusive path forward

### **Education and Experience:**

- Bachelor's degree in Human Resources, Business Administration, or other related field or equivalent combination of education and experience
- Professional experience in human resource management
- Professional experience managing DEI affinity groups/employee resource groups and implementing team member events, learning, and/or engagement activities
- SHRM-CP or SHRM-SCP highly desired. Certified Diversity Practitioner preferred

### **Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

### **To Apply:**

- Please send cover letter and resume to [HR@lutherburbankcenter.org](mailto:HR@lutherburbankcenter.org)