

Human Resources Manager

Owen Gabbert LLC is a real estate development and construction company with a creative and community-oriented focus. Our team offers dedicated, consistent, and knowledgeable service along every step of the way, from predevelopment through construction completion. Our unique expertise in both of these areas allows us to give our clients streamlined results and educated feedback throughout the project.

We pursue projects that we believe are interesting and thoughtful to deliver buildings and spaces that are enduring as well as environmentally sound. All development and construction projects create a lasting impact on the community where they are built. We believe they should be done with consideration as well as innovation.

We are seeking a Human Resources Manager to facilitate, guide, and manage the growth of our team, while ensuring legal compliance and forecasting the implications of our expansion to ensure it happens in a productive, healthy way for the company and employees.

Reports to: Director of People and Culture

Position Summary:

FLSA Class: Salary Exempt

The Human Resources Manager works with all teams and in conjunction with the Operations Manager to provide human resources steering and support for the company and employees. Specific duties include continuing to build and improve HR systems, policies, and processes, while effectively overseeing and implementing existing HR functions for compliance, hiring, annual employee reviews, benefits administration, and employee records maintenance. To succeed in this role, you need a strong background in HR best practices, including an understanding of policy scaling, excellent organizational skills, attention to detail, confidence to address and assuage conflict, and strong leadership and collaboration skills.

Jobs to be done:

HR leadership:

- Review and assess existing HR policies, practices, software implementation, and recordkeeping to create and implement strategic plan for scaling processes and implementing new procedures.
- Act as lead policy and best practice resource for the company in all HR matters.
- Provide subject matter expertise, including advice and direction to leadership, managers, and employees on a variety of subjects.
- Assist with employee issues, review legal requirements, and provide possible resolutions.
- Investigate and answers questions on a variety of subjects.
- Ensure equal opportunity employment and compliance with all employment law with appropriate protocols.
- Supervise, train, and mentor other employees to create back-up capacity within the HR and Operations team. Maintain ability to administer and back-up all necessary HR functions as required.

HR implementation/management:

Through collaboration with and management of the Operations Manager/HR Administrator, effectively execute the following key HR functions through direct implementation and/or delegation and supervision where appropriate:

- Onboarding and offboarding:

- Conduct onboarding and offboarding processes including employee orientation, paperwork, exit interviews, and file maintenance. Update with new processes where required.
- Benefits:
 - Collect data from within and across our industry and present prioritized annual plan for maintaining benefit competitiveness as a recruiting and retention tool.
 - Oversee annual benefit renewal, manage new hire eligibilities and enrollments, field qualifying events and employee healthcare changes.
- Feedback and goal tracking:
 - Refine employee review, feedback, and goal tracking program.
 - Assess company feedback collection opportunities and make recommendations on process changes and additions.
 - Create review summaries for all employees that assist in employee/team goal formation.
 - Assist with annual company feedback collection process creation and subsequent goal tracking.
- Hiring and recruiting:
 - Assist with hiring processes where required.
 - Perform market research to assist in pay benchmarking and pay transparency initiatives while ensuring equal pay compliance.
- Track changes to employment laws and forecast any needed policies and process changes.
- Manage workers comp process and ensure claims are handled efficiently.
- Manage FMLA/OFLA/PLO and other leave request processes.
- Provide guidance, support, for disciplinary action and conflict resolution, including documentation.
- Oversee annual employee handbook revisions.
- Manage HR technology systems and IT resources and implement changes and resource additions as needed.
- Ensure timely governmental reporting, required compliance and benefit notices, required postings, and auditing of internal documents where appropriate.
- Complete or assist with special projects or new HR programs as required.

Qualifications:

- You are comfortable in ambiguity – you quickly understand objectives, gather and analyze facts, know compliance, and make recommendations to managers.
- You have excellent organizational skills and are detail oriented but big picture focused.
- You can meet deadlines, set deadlines for others, and work independently with minimum supervision.
- You're equally comfortable delegating and implementing and know how to prioritize your time.
- You are not easily derailed by what you haven't seen before. You figure it out or know when to ask for help.
- You take initiative. If something is not working, including existing systems, you bring it to someone's attention and present solutions.
- You have a positive attitude, are flexible and dedicated to your work, and you can work effectively as part of a team.

What we need:

- Bachelor's degree in Business or Human Resources or other relevant education and experience.
- 5+ years as a Human Resources professional with experience acting in a supervisory role.
- Experience in the construction industry and/or in small to mid-sized growing organizations is preferred.
- Strong ability to quickly internalize business culture, values, and objectives and manage policy to support growth of the company.
- Computer literate - Proficient with Google Workspace, Microsoft Word, Excel and able to learn new tools quickly.

Benefits & Compensation:

- Starting at \$90,000, compensation is commensurate with applicant's experience level and skillset.
- Health Insurance Provided, Optional Dental, Short Term Disability, Accident, and Life Insurance.
- 16 days PTO (includes Oregon Paid Sick Leave)
- Additional PTO following the first year of employment.
- 401K (with an Employer Contributed Match).
- Annual Professional Development Stipend.

You must be able to perform all requirements with or without reasonable accommodation.

Owen Gabbert, LLC is an equal opportunity and at-will employer.