



Educate. Employ. Empower.

JOB TITLE: Employment Manager

LOCATION: On Site- Fresno CA

CLASSIFICATION: Management

COMPENSATION RANGE: \$23.00 - \$29.00/hour

DESCRIPTION:

At Neighborhood Industries, we believe that jobs are the vehicle for individuals to move from being a recipient to a contributor in their neighborhood, resulting in long-term neighborhood stabilization. The Employment Manager develops, leads, and consistently monitors programs to ensure all interns and staff are in a healthy work environment, aiding in the process of securing permanent employment either within our social enterprises, partner organizations, or other employers in the local community.

ESSENTIAL JOB DUTIES:

Personnel/Payroll Administration:

- Advise on economic/employment mobility – including objectives, strategies, and specific employment and workforce development activities.
- Ensure that all program and employment activities operate consistently and ethically within the organization's mission and values and are in alignment with local, state, and federal policies.
- Develop, execute, and enforce program and training policies, rules, protocols, handbooks, and forms for all program components.
- In collaboration with the Executive team and Social Services department, monitor the achievement of established social purpose goals for job creation, retention, and advancement.
- In collaboration with the Executive team, ensure that the program curriculum is effective and up-to-date, making improvements on an ongoing basis and ensuring alignment with local, state, and federal policies.
- Manage compensation schedules, merit increases, reclassifications, and benefits packages. Draft compensation and benefits policies alongside the Executive Team. This role is charged with ideating, drafting, and applying all policies.

- Develop policies for temporary workers to bring equitable processes. Thinking holistically of temporary workers and needs that could be met. Including additional resources provided through the Social Services Department.
- Discipline and assess the employability of all employees.

Strategy and Assessment:

- Serve as a collaborative thought partner to the Executive Team, contributing to the development of overarching organizational strategy, goals, and metrics related to employee support.
- In partnership with the leadership team and at regularly scheduled intervals, assess progress towards established organizational goals and metrics.
- Position roadmap, assessing the organizational structure, and ensuring synergy between departments
- Strategize employee ceilings for different roles, measure success and progress, creating markers to help assess employee mobility within the organization.

Analysis and Reporting:

- Evaluates programmatic performance based on measurable outcomes.

Employee Engagement and Company Culture:

- Create annual employee engagement surveys to ensure that the company culture is in line with the organizational goals
- Maintain knowledge of current trends, developments, standards, and practices within the industry.
- Manage all complaints and grievances, working towards resolutions.

SKILLS AND KNOWLEDGE:

- Demonstrated working knowledge of payroll policies and procedures
- Working knowledge of employee relations, timekeeping, and reporting principles
- Ability to research, analyze, and present information in a clear, concise, and professional manner
- Demonstrate knowledge of recruitment and employee benefit programs

- Skills sufficient to enter vast amounts of information into computerized record-keeping and processing systems accurately and timely to meet payroll deadlines
- Ability to maintain confidentiality regarding sensitive information
- Skills in math functions, including the calculation of percentages
- Ability to establish and maintain cooperative working relationships with staff and every level in the organization
- Innate problem solver who can seek creative ways to address personnel and logistical challenges
- Ability to handle multiple projects simultaneously
- Strong attention to detail
- Excellent interpersonal skills
- Ability to work independently and as part of a team
- Ability to prioritize, delegate, and organize workflow to meet deadlines
- Demonstrated ability to analyze disparate information and formulate and implement creative and effective solutions to problems that may arise
- Knowledge of Fresno community

EDUCATION, EXPERIENCE, AND LANGUAGE PROFICIENCY:

- Must have a thorough knowledge of and experience in Google Suite: Sheets, Docs, Gmail, Drive, and Slides.
- High School Diploma or equivalent

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands and fingers. The employee frequently is required to stand, walk, sit, and reach with hands and arms, kneel, talk, and hear. The employee must occasionally lift and/or move items weighing up to 40 pounds.

BACKGROUND ON NEIGHBORHOOD INDUSTRIES:

Our mission is to operate businesses that reveal value in people so they can be positive contributors in their homes and neighborhoods. We believe in using the workplace to help people cultivate the skills needed to effectively and successfully navigate the modern-day workforce and achieve self-sufficiency. Neighborhood Industries focuses on revitalizing some of Fresno's poorest neighborhoods by investing in the development of its residents.