



Neighborhood Legal Services  
of Los Angeles County

## **JOB ANNOUNCEMENT: Human Resources Director April 2022**

Join Neighborhood Legal Services of Los Angeles County (NLSLA) and become part of an energetic team of advocates that provide a wide-range of legal services aimed to address issues that disproportionately impact the poor. NLSLA is seeking a skilled, smart, sophisticated, and supportive human resources professional to oversee all operations of the human resources department.

Under the direction of the President & CEO, the human resources director (director) is a critical member of the senior leadership team and supports NLSLA's mission, values, people and culture with exceptional personal sensitivity and skill. Providing guidance and expertise to the Senior Management Team, leaders, and human resources staff, the director is a change leader who develops and implements strategic initiatives which promote organizational values of accountability, diversity, inclusivity, equity and professional development. The director will supervise and develop NLSLA's human resources specialist and human resources assistant.

**Position:** Human Resources Director

**Availability:** Availability is Immediate.

**Salary:** Salary starts at \$110,000- commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; 125 plan; 403(b) with employer contribution, loan reimbursement, bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.

### **Duties and Responsibilities:**

*Plan, develop, and implement policies, processes, training and initiatives to support the organization's strategic needs and ensure human resource compliance.*

- Oversee the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes, grievances, and investigations; performance and talent management; productivity, and morale; occupational health and safety; and training and development.
- Write policies and HR manual.

*Maintain an effective and efficient Human Resources operational infrastructure*

- Design and operate a human resources information system to store and easily retrieve confidential HR information.
- Conduct research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.

Neighborhood Legal Services of Los Angeles County | [www.nlsla.org](http://www.nlsla.org) | Toll-Free Telephone: (800) 433-6251

**GLENDALE OFFICE**  
Administrative Offices  
1104 E. Chevy Chase Dr.  
Glendale, CA 91205

**EL MONTE OFFICE**  
3629 Santa Anita Ave.  
#109  
El Monte, CA 91731

**PACOIMA OFFICE**  
13327 Van Nuys Blvd.  
Pacoima, CA 91331

**WELLNESS CENTER**  
Historic General Hospital  
1200 N. State St., #1008  
Los Angeles, CA 90033

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LEGAL SERVICES CORPORATION

*Ensure legal and regulatory compliance and manage HR risk*

- Maintain up-to-date employment policies and procedures, monitoring and ensuring the organization's compliance with federal, state, and local employment laws, regulations, and recommended best practices; review and modify policies and practices to maintain compliance.
- Provide information, advice, and coaching to managers and staff.

*Lead and support in communicating the organization's values and reinforcing the organization's culture*

- Provide a welcoming, approachable and reliable sounding board for employees with concerns, maintaining confidences as appropriate; advise employees and managers in effective resolution of personnel issues and employee concerns.
- Contribute advice and guidance on changing management processes as the organization develops to support growth and increased impact.

*Lead performance management and evaluation strategies and processes*

- Oversee the implementation of ongoing and annual performance review processes, including coaching managers and employees in using the system and effectively giving and receiving feedback
- Collaborate with senior management to revise strategies and processes as needed to align with the emerging needs and priorities of the program.

*Manage talent acquisition and onboarding*

- Maintain and transfer knowledge of best practices and effective strategies in recruitment, hiring, and onboarding of employees; Direct and support the HR Specialist in the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles.
- Collaborate with departmental managers to understand the skills and competencies required for open positions; Support managers in filling openings in a timely manner with individuals who are well matched to the organization's talent needs.

*Plan and administer the compensation system, including payroll and all benefits*

- Advise on all salary adjustments to support the optimum allocation of salary resources to retain high-performing staff and ensure internal equity within and across departments.
- Annually review benefit offerings from current and alternate providers, analyze costs to both employees and the organization, make recommendations and facilitate decision making by management.

**Qualifications:**

- JD preferred, otherwise Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of five years of human resource management experience preferred.
- PHR, PHRca, SHRM-CP or SHRM-SCP preferred.
- Demonstrated commitment to serving low income communities; prior experience in a mission-driven legal services organization preferred.
- Prior experience in implementing diversity, equity and inclusion best practices preferred.
- COVID-19 vaccination is required, which is a condition of employment. Reasonable accommodations will be considered. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please send a request via email to [employment@nlsla.org](mailto:employment@nlsla.org)

Essential Skills and Abilities include:

- Organizational and leadership skills and knowledge of administration and supervision.
- Excellent verbal and written communication skills.
- Ability to effectively develop and conduct trainings to diverse groups of employees.
- Superior interpersonal, negotiation, and conflict resolution skills.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's human resources information system (Paylocity) and talent management systems.

**About NLSLA:**

NLSLA is one of Los Angeles County's leading public interest law offices and has been the primary legal aid program serving the cities of Burbank, and Glendale and the San Fernando and Antelope Valleys for more than 50 years and the city of Pasadena and San Gabriel and Pomona Valleys since 2000. The NLSLA staff of 180, including 80 lawyers, provides legal assistance to low-income individuals, families and groups in the areas of family law and domestic violence, housing, health care, education, public benefits, economic and job development, immigrant rights, consumer rights and environmental justice. The NLSLA headquarters is located in Glendale, CA with branch offices in Pacoima, Boyle Heights and El Monte.

Through a combination of individual representation, high impact litigation and public policy advocacy, NLSLA combats the immediate and long-lasting effects of poverty and expands access to health, opportunity and justice in Los Angeles' diverse neighborhoods. Founded in response to the nation's War on Poverty, each year NLSLA provides free assistance to more than 100,000 individuals and families through innovative projects that address the most critical needs of impoverished communities.

**To apply:**

Forward cover letter, resume, and writing sample to (no phone calls):

**Applicants should send a cover letter, resume, and writing sample to:**

Lambreni Waddell, Chief of Staff & Interim Director of Human Resources  
Neighborhood Legal Services of Los Angeles County  
1102 E. Chevy Chase Drive, Glendale, CA 91205  
Fax: (818) 291-1790 E-mail: [employment@nlsla.org](mailto:employment@nlsla.org)

**NLSLA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at NLSLA are based on organizational needs, job requirements and individual qualifications, without regard to age, race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by federal and CA state laws. NLSLA will not tolerate discrimination or harassment based on any of these characteristics. NLSLA provides equal benefits to employees with spouses and its employees with domestic partners.**