



## **MISSION STATEMENT**

Homeboy Industries provides hope, training, and support to formerly gang-involved and recently incarcerated people, allowing them to redirect their lives and become contributing members of our community.

**Job Title: Human Resources Business Partner**  
**Reports To: Vice President, Human Resources**

## **Job Summary**

Homeboy Industries is excited to announce a new opportunity for a highly skilled, strategic, forward thinking, and motivated Human Resources Business Partner. Homeboy Industries employs approximately 220 employees, all located in Southern California.

This ideal partner is comfortable in a fast-paced work environment, ready to bring their creative energy and HR expertise to support a scaling business and navigate ambiguity. This individual operates strategically to provide both day to day support to employees and leaders and serves as a coach and consultant in supporting long term talent, development, and cultural strategies.

## **Key Responsibilities**

- Plans and leads core HR processes and initiatives aligned with the overall business strategy in the functional areas of onboarding, performance management, employee engagement, culture, and development.
- Supports current and future business needs through collaboration with designated business leaders focuses of development, engagement, motivation, and retention of people
- Provide direction and support on employee relations issues to ensure consistency in the application of policies, procedures, and employee relation best practices. Assist with performance management.
- Work alongside HR Vice President to research, develop, create, and implement HR strategies and practices.
- Assist with company's compliance with all existing governmental and labor legal requirements including any related to the Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the

Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA)

- Participate in company Diversity, Equity, and Inclusion (DEI) program to shape and deliver experiences, programs, and results for our employees to create and translate our strategy and culture providing impactful business results.
- Benefit administration, which includes all health plans and 401k plans, assist with open enrollment, and assist employees with benefit enrollment and questions.
- Manages other areas such as employee communication, employee safety and health.
- Partners with internal stakeholders to build and deliver learning and development strategies and programming that enable managers to have a talent-first mindset, ensure strong succession plans, and create a pipeline of talented future leaders.
- Sets the tone for HR to support the organization in delivering the mission, vision and modeling the core values.
- Ensure that HR practices are aligned with organization objectives.

### **Qualifications**

- Bachelor's degree or 3 - 5 years of equivalent experience required. SPHR/SHRM-SCP certification preferred.
- Demonstrated ability to build rapport, develop relationships and establish credibility.
- Ability to navigate sensitive situations and maintain a high degree of confidentiality
- Superior attention to detail, prioritization, and organizational skills, with ability to multi-task
- Experience successfully navigating a complex environment utilizing strong communication skills.
- Must be able to manage and implement organization programs, processes, and initiatives, ensuring proper communication and effective change management, independently and successfully.
- Excellent active listening, consultative, negotiation and presentation skills.
- Demonstrates a healthy balance of people orientation and drive for results.
- Thorough knowledge of employment-related laws and regulations
- Working knowledge of multiple human resource disciplines, including compensation practices, workforce planning, employee relations, diversity and inclusion and performance management.
- Willingness to share office space.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **Compensation**

This is a reasonable estimate of the available annual pay scale for this position: **\$70k-\$90k**

**Pay Rate**

The actual compensation offered may vary depending on qualifications and other factors essential to the performance of duties that has been determined by the hiring authority.

**Benefits**

This is a full-time position with a full benefits package including health, dental, vision, Life AD&D, and retirement account.