

**TURN-The Utility Reform Network
Human Resources Director
Vacancy Announcement**

About TURN:

TURN is California's consumer champion advocating for the cleanest, safest & most reliable utility and phone service at the lowest prices possible. With support from 20,000 members statewide, TURN's staff of 25 utilizes legal proceedings at the California Public Utilities Commission, policy advocacy at the state legislature, coalition building at the federal level, and grassroots mobilization in communities across the state to promote affordable utility bills, sustainable energy policies, reliable phone service, and high-speed broadband.

Duties and Responsibilities:

TURN is seeking an emotionally intelligent, people-centric human resources professional to build and lead our "People Department" as the Director of Human Resources (HR). This position reports directly to the Executive Director. The HR Director will partner with the Executive Leadership Team to design and implement HR and Diversity, Equity, and Inclusion (DEI) processes, efforts, programs, and systems to recruit, onboard, develop, and retain diverse, highly qualified team members. The HR Director will:

- Partner with the leadership team to understand and execute the organization's human resources and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provide support and guidance to management and staff when complex, specialized, and sensitive questions and issues arise. May be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manage 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 skills and competencies required for open positions.
- Ensure Diversity, Equity, and Inclusion (DEI) is institutionalized across TURN's human resources program areas and initiatives, including hiring/promotion, pay and bonuses, professional development, performance management, and employee recognition.
- Implement and serve as co-chair for the DEI Taskforce. Coordinate the collection and analysis of both quantitative and qualitative data that will inform and support successful DEI initiatives.
- Analyze trends in compensation and benefits; and researches and proposes competitive base, COLA, holiday bonuses, and performance raises to ensure the organization attracts and retains top talent.

- Create and facilitate learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversee employee disciplinary meetings, terminations, and/or investigations.
- Maintain compliance with federal, state, and local employment laws and regulations, recommends best practices, and review policies and practices to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Perform other duties as assigned.

Qualification, Experience, and Education Requirements:

Minimum Qualifications

- Bachelor's Degree or equivalent number of years of certification, experience, and/or training.
- Ten (10) or more years of Human Resource management experience and/or management or supervisory experience.

Preferred

- Bachelor's degree in Human Resource Management or Administration
- SHRM-CP, SHRM-SCP, PHR or SPHR Certification.
- DEI Certification.
- In depth experience performing human resources tasks, such as: employee engagement, classification and pay, recruiting/retaining talent, employee discipline, benefits administration, facilitating training, and risk management.
- Working knowledge of Human Resources best practices; state and federal employment laws and regulations; and legal HR industry standards.
- Work experience as a Human Resources Director, Assistant, Manager, or similar role.
- Proficient with Microsoft Suite, G-Suite, Teams, Zoom, and/or similar platforms.

Desired Skills and Abilities:

- High level of Emotional Intelligence coupled with outstanding interpersonal, negotiation, and conflict resolution skills.
- Demonstrated leadership and management skills.
- Excellent verbal and written communication skills.
- Excellent organizational skills with razor sharp attention to detail.
- Excellent time management skills: effectively prioritize work and multi-task.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to work independently in a fast-paced environment with shifting priorities.
- Ability to consistently be enthusiastic, dynamic, flexible, trustworthy, and collaborative.

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.

TURN offers a competitive salary ranging from \$100,000 to \$120,000 annual depending on experience and skill set with a generous compensation package that includes medical, dental and vision coverage, a cafeteria plan, and a 401K Plan with employer contribution.

TURN is an Equal Opportunity Employer with a meaningful Equal Employment Opportunity Program (EEO). TURN promises all employees and applicants will receive equal consideration and treatment in employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (over 40), sexual orientation, military and veteran status, and any other basis prohibited by law.

TURN actively encourages applications from people who would add to our staff diversity, as well as to the diversity of the to the field of advocacy and policies for ensuring affordable utility bills, sustainable energy policies, reliable phone service, and high-speed broadband. This includes applications from people who self-identify as Black, Indigenous, Latino/a, Asian, non- gender conforming, LGBTQ and other underrepresented communities.

To apply: Please provide a letter of interest and resume. Please submit your application package to creativeconsultinggroup415@gmail.com. Position will remain open until filled.