



## **Supervising Attorney - Bilingual Fair Hearing Project**

**THIS IS A BILINGUAL SPANISH/ENGLISH POSITION.**

**Individuals who are Deaf or Disabled are encouraged to apply.**

**Salary Range (Depending on Experience):** \$89,435 - \$130,958 annually  
We base salary and position offers on experience and an internal equity analysis.

**EXCELLENT BENEFITS including 8% 401k Match, a Loan Repayment Assistance Program that pays up to \$300 per month depending on salary and debt and a language differential up to \$250/mo.** Public Service Loan Forgiveness (PSLF) - eligible employment.

**Employment Status:** Regular, Full Time, Exempt

**APPLICATION DEADLINE:** Open until filled

### **WHO WE ARE**

Disability Rights California (DRC) defends, advances, and strengthens the rights and opportunities of people with disabilities.

DRC works for a world where all disabled people have power and are treated with dignity and respect. In this world, people with disabilities are supported, valued, included in their communities, afforded the same opportunities as people without disabilities, and make their own decisions.

DRC values all forms of human diversity. We are committed to a culture of belonging where all people are welcome. In order to be effective advocates for all people with disabilities, we must address discrimination in all its forms, including the unique challenges faced by people who experience the intersection of multiple systems of discrimination.

### **PURPOSE OF THE JOB**

This position uses best practices in a variety of operational and human resources work. The HR Manager will collaborate across DRC to foster a safe and nourishing work environment for all employees. They use their systems thinking to identify opportunities to simplify and streamline HR processes for the benefit of all employees including HR and our administrative partners. They are possibility

thinkers who are committed to evolving HR to increase our value to employees and the organization while maintaining compliance with local, state, and federal regulations. Day to day responsibilities include, but are not limited to employee relations, performance management, reasonable accommodations, and overseeing the day-to-day HR operations.

## **MINIMUM QUALIFICATIONS**

### ***Education and Experience:***

- Bachelor's degree in relevant field preferably in human resource management or related field or equivalent combination of education, training and experience
- Eight years of experience handling complex employee relations and managing employee performance management.
- Ten years HR generalist experience with increasingly challenging and complex responsibilities.
- Commitment to providing a positive work environment for all employees including those with disabilities. Knowledge of the reasonable accommodation process with an emphasis on providing accommodations that enable employees to perform their essential job functions – start with a yes philosophy and intention.
- SHRM Senior Certified Professional (SHRM-SCP) or SPHR credential preferred.
- Excellent interpersonal, team, verbal/written/presentation communication skills.
- Knowledge and experience with adult learning theory.
- Strong influence, inspiration, and motivational skills.
- Ability to evaluate and research program options, systems and solutions.
- Ability to design and implement effective communication programs (verbal, written, online, in person, etc.).
- Ability to work with employees in all functions and all levels.
- Respectful and kind communication and interpersonal skills.
- Exemplifies the desired culture and philosophies of the organization.
- Works effectively as a team member with other members of management and the HR staff.
- Good management and personal leadership skills and abilities.
- Passionate about HR and evolving HR to become more service- and employee-driven.
- Strong mentorship and coaching skills.

## **PREFERRED QUALIFICATIONS**

### ***Supervisory Responsibilities:***

Two years supervision experience of at least 2 employees preferred. Supervision opportunities are available.



**High speed connection is required to work for us**

**Working at DRC is more than just a job - it is a rare opportunity to do what you are good at while making a difference! DRC offers competitive salaries and a generous benefit package. To view the detailed job description and complete the application process [here](#).**