



## HUMAN RESOURCES MANAGER

Cascadia Consulting Group, Inc.

Seattle, Washington

[www.cascadiaconsulting.com](http://www.cascadiaconsulting.com)

Cascadia Consulting Group is a women-owned, private environmental consulting firm with 28 years of experience developing and implementing innovative solutions to today's environmental challenges. Cascadia works with public and private-sector clients to advance sustainability through recycling and materials management, climate change mitigation and adaptation, energy efficiency, pollution prevention, transportation demand management, and water and natural resources management. The Cascadia team brings both established expertise and creative thinking to research and analysis, strategic planning, program design and implementation, outreach, social marketing and behavior change, and evaluation roles. From our offices in Oakland (CA), Seattle (WA), Philadelphia (PA), and Charleston (SC), we serve clients across the country.

At Cascadia, we strive to create an equitable and inclusive environment at all levels of the organization. Having staff and partnerships that reflect the diverse communities we serve empowers us to shape innovative and effective solutions together with those most impacted by social, human, and environmental health challenges.

### Position Description

Cascadia is currently seeking a Human Resources Manager to work in its Seattle headquarters to lead human resources across our offices in Seattle, Oakland, Charleston, and Philadelphia with support from the Director of Operations. The Human Resources Manager will lead, directly execute, and innovate the routine functions of the Human Resources (HR) department, including diversity, equity and inclusion, recruitment and retention, employee benefits administration, employee relations, compliance (and occasional leadership) trainings, performance management, employment law compliance, employee leaves, and creation and enforcement of company policies and institutional practices. The ideal candidate will be unfailingly kind, humble, diplomatic, and self-motivated. We are looking for candidates who use direct communication, empathy, and self-awareness to build rapport with their colleagues. The onboarding for this role will include a concerted overlap with Cascadia's outgoing HR Generalist and ongoing support from the Director of Operations to ensure a timely and smooth handover of HR duties for the Cascadia team.

### Primary Job Responsibilities

- Leadership and promotion of company values. Positively builds and diplomatically manages interpersonal relationships at all levels of the organization; actively builds trust with all staff, exercises professional discretion, integrity, ethics, and confidentiality in your role as an advocate for a respectful and healthy workplace (for employees and leadership), and serve as a role model of our respectful workplace policy.
- Commitment to mission and diversity, equity, and inclusion. Understanding of, and commitment to, Cascadia's mission to "inspire and empower communities everywhere to protect and restore our world" in an equitable and inclusive way. A commitment to racial equity and the ability to apply racial equity principles to your work and with colleagues, and work with employees in concert with management to identify and incorporate social equity and inclusion into existing policies and processes in an innovative and culturally responsible way while exhibiting emotional intelligence.

- *Employment law compliance.* Maintains compliance with federal, state, tribal, and local employment laws and regulations, and recommended best practices; regularly reviews policies and practices to maintain compliance. During the COVID-19 pandemic, leads the frequent updating and communication of safety compliance requirements in concert with leadership.
- *Employee relations.* Bridges management and employee relations by addressing demands, grievances, or other issues including employee relations mediation and exit interviews. Leads support and guidance to management and employees (in alignment with company policy and employment law) when complex, specialized, and sensitive questions and issues arise; administers and executes routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations. Oversees employee disciplinary meetings, terminations, and investigations.
- *Recruitment.* Manages the talent acquisition process, including recruitment, interviewing, and hiring of diverse, qualified job applicants; collaborates with departmental managers and employees to understand skills and competencies required for openings. Coordinates with Cascadia staff to advertise, interview, and select new and diverse employees. Oversees the management of the temporary, hourly fieldwork roster (recruit temporary hourly staff, nurture relationships, expand the fieldwork pool in response to company needs, oversee the coordination of fieldwork needs with project managers and other staff).
- *Benefits administration.* Leads benefits administration, including annual open enrollment selection, negotiation, and execution with our health benefits vendors and brokers. Timely communication of benefits information to employees and coordination of enrollment throughout the calendar year.
- *Onboardings.* Develops and conducts new employee onboarding.
- *Manage HR systems.* Oversees, administers, and refines various HR systems (ATS, HRIS, Performance Review Software) and procedures for all company personnel, including maintaining the employee handbook, procedure documentation, performance appraisals, and career-pathing. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law. Develops and monitors overall HR strategies, systems, tactics, and procedures across the organization.
- *Records management.* Maintains organized employee personnel records and documentation of all related human resources inquiries and concerns (i.e., benefit forms, mediations, employee complaints, performance improvement plans, etc.).
- *Customer service.* Consistently employs grammatically correct, clear, and respectful verbal and written communication (including negotiation), and customer service skills.
- *Leadership.* Partners with the leadership team to understand and execute the organization's human resource and talent strategy, particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- *Compensation.* Analyzes internal and external trends in compensation and benefits; researches, proposes, and implements competitive base and incentive pay programs to ensure the organization attracts and retains top talent while maintaining parity with existing staff.
- *Performance management.* Leads the bi-annual performance review process including preparing online platforms, coordinating with management regarding performance review standards and content, training staff, supporting technical and qualitative questions, etc.
- *Compliance training.* Guides learning and development programs and initiatives for employees.
- Performs other duties as required and assigned.

### **Required Qualifications**

- Bachelor's degree in Human Resources, Industrial Psychology, Psychology, or a related field *and* ideally 5-7 years of relevant professional experience in human resources. SHRM-CP or SHRM-SCP certification is desired but not required.
- In-depth knowledge of federal, state, local, and some tribal labor laws, regulations, and HR best practices.
- Demonstrated experience managing all aspects of the HR role, including benefits administration, employee relations, compliance training, performance management, onboarding, policy implementation, recruitment, DEI, and employment law compliance.
- Consistently employs grammatically correct, clear, and respectful verbal and written communication (including negotiation), including active listening and non-violent communication.
- Conflict resolution and problem-solving skills via mediations, negotiations, and facilitations.
- Competence positively building and diplomatically managing interpersonal relationships at all levels of the organization; actively building trust with all staff, exercising professional discretion, integrity, ethics, and confidentiality in your role as an advocate for a respectful and healthy workplace (for employees and leadership), and serving as a role model of our respectful workplace policy.
- Demonstrated people-oriented, customer service experience.
- Flexibility and the ability to work collaboratively on a team.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

### **Compensation and Benefits**

This is a full-time, salaried, regular, exempt position based in Seattle, WA. Salary is based on experience; the anticipated salary range for this position is \$83,894 - \$96,118. The work will require occasionally flexible hours (including hours beyond the standard workday, such as weekends and evenings), and commitment to a flexible weekly schedule that includes at least 1-2 days of work in-person at our downtown Seattle office.

Cascadia offers a flexible workplace with the potential to work from home and the office, a generous benefit package, including health insurance for employees at or above 60% full-time equivalent, 401(k) with an employer match, life insurance, long-term disability insurance, transportation subsidies, flexible spending accounts, generous paid time off (per annum: 3 weeks' vacation, 10 holidays, 9 sick days pro-rated for FTE equivalency), professional development opportunities, sabbaticals, and paid parental leave.

### **To Apply**

Submit a compelling cover letter outlining your passion for, and fit with, the position along with a complete chronological resume. Submit both to the following link: [https://cascadiaconsulting.recruiterbox.com/jobs/fk0svdr?cjb\\_hash=O\\_JtWq63&apply\\_now=true](https://cascadiaconsulting.recruiterbox.com/jobs/fk0svdr?cjb_hash=O_JtWq63&apply_now=true). Your cover letter should address your ability to meet the criteria in the Required Qualifications section and highlight relevant experience, education, and why you are interested in this position. Please state where you learned about the position. Applications will be accepted until the position is filled.

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*Cascadia Consulting Group is an Equal Opportunity Employer and values diverse perspectives and life experiences. We do not discriminate on the basis of race (inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, creed, ancestry, height, weight (including obesity), national origin, religious beliefs and practices including the wearing of religious clothing, jewelry or artifacts, and hair styles or body hair which are part of an individuals' observance of their religious beliefs, gender identity (transgender status), sex, sexual orientation, marital status, parental status, domestic partner status, political ideology, age, disability (sensory, mental, or physical – including the use of a trained dog guide or service animal), veteran or military status, medical condition (e.g., pregnancy, childbirth, breastfeeding and/or other related medical conditions; cancer, cancer related illness, or record or history of cancer; HIV/AIDS or Hepatitis C status; gender dysphoria), genetic characteristics (e.g., non-symptomatic carriers of inheritable diseases), retaliation for filing a whistleblower complaint, retaliation for opposing an unfair practice, or other basis protected by law.*