



## **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 29 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 headquarters in Seattle to lead human resources across our offices 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, safety trainings, performance management, employment law compliance, employee leaves, and creation and enforcement of company policies and institutional practices. The successful candidate will be humble, diplomatic, self-motivated, a direct communicator and have both the empathy and self-awareness to be a contributing member of a team in superb rapport with their colleagues.

### **What you'll be working on:**

- You will provide leadership and promotion of company values by exercising 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.
- You will have an 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.
- You will maintain compliance with federal, state, tribal, and local employment laws, and regulations, and recommended best practices; regularly reviews policies and practices to maintain compliance.

- You will provide guidance and support to management and staff in addressing concerns and grievances, and facilitate employee relations mediation, employee disciplinary meetings, investigations and exit interviews.
- You will manage the talent acquisition process, including recruitment, interviewing, and hiring of diverse, qualified job applicants; collaborate with departmental managers and employees to understand skills and competencies required for openings. You will coordinate with staff to advertise, interview, and select new and diverse employees and oversee the management of the temporary, hourly fieldwork roster.
- You will oversee benefits administration, including annual open enrollment selection, negotiation, and execution with our health benefits vendors and brokers including timely communication of benefits information to employees and coordination of enrollment throughout the calendar year.
- You will develop, conduct, and implement changes and improvements to new employee onboarding processes.
- You will oversee, administer, and refine 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.
- You will maintain 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.).
- You will analyze 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.
- You will lead 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.
- You will develop and guide learning and development programs and initiatives for employees.

This position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified or assigned.

**What you'll bring:**

- A Bachelor's degree in Human Resources, Industrial Psychology, Psychology, or a related field *and* 3-5 years of relevant professional experience in human resources. Relevant human resources experience can be substituted for education on a year for year basis. 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, diversity, equity, and inclusion and employment law compliance.
- Excellent verbal and written communication skills (including negotiation) that is consistently grammatically correct, clear, and respectful, and practice 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).
- Demonstrated experience delivering excellent customer service.

- The ability to work independently and collaboratively on a team.
- Proficiency with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems including, maximizing use of systems and ad-hoc reporting to inform strategic HR decisions.

**The successful candidate will have most of the above qualifications and a strong desire to learn the other qualifications. We recognize that not every candidate may have all of the listed qualifications and that many skills can be learned on the job.**

### **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 \$83,000-\$96,000. 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.

In accordance with Federal, State, and County regulations, Cascadia employees are required to be vaccinated as a condition of employment and show proof of vaccination, such as their CDC COVID-19 Vaccination Record Card or the vaccination record maintained by their health care provider unless requests for medical or religious accommodation are submitted and approved.

### **To Apply**

Submit a compelling cover letter outlining your passion for, and fit with, the position, and please also provide a complete chronological resume. Submit both to the following link:

<https://cascadiaconsulting.hire.trakstar.com/jobs/fk02mm7?source=Website> .

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.*