



Legal Services for Prisoners with Children Manager of People and Culture

Location: Oakland, CA

Salary: \$50,000 - 60,000 DOE ***This is a part-time, 0.6 FTE (Full Time Exempt) position*

Reports To: Executive Director

Position Overview:

Legal Services for Prisoners with Children (LSPC) is a legal services support center that advocates for the civil and human rights of incarcerated parents, family members, former prisoners and communities most affected by incarceration. The Manager of People and Culture, reporting to the Executive Director, will serve as LSPC's principal human resources manager to champion a healthy human resource culture, responsible for overseeing all aspects of employee experience.

The ideal candidate will demonstrate effective communication, active listening, emotional intelligence, strong interpersonal skills, conflict resolution, ability to build trust, strategic thinking, adaptability, diversity and inclusion awareness, experience with performance management, coaching and mentoring, and the capacity to foster a positive and engaging work environment.

Major Duties and Responsibilities:

Focus on building a positive workplace culture by managing recruitment, employee development and employee relations. Lead and manage all human resource functions, including: recruiting, onboarding, timekeeping, payroll and benefits administration and renewals, workplace safety, employee development and performance management, personnel file management and off boarding.

- Collaborate with leadership to foster an inclusive and affirming workplace culture that reflects LSPC's values and mission.
- Provide HR guidance to management, including leadership planning, supervisor training, dispute resolution, grievance policies, and peer learning programs.
- Lead periodic reviews of equitable compensation and benefits structures.
- Develop and implement equitable recruitment, interview, onboarding and review processes.
- In consultation with outside employment counsel, maintain the employee handbook and ensure compliance with local, state, and federal labor laws, including EEO, ADA, FMLA, OSHA, and workers' compensation.

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- In consultation with outside employment counsel, address all employment law and HR related complaints.
- Oversee workers compensation claims and make recommendations to prevent recurrences. Manage unemployment claims.
- Attend HR training and seminars as needed to remain up to date on HR policies and best practices.
- In coordination with Facilities Manager, ensure the safety of all employees by implementing policies, procedures, and technologies that promote employee safety.
- Supervise and develop leadership of Office Manager to support healthy organizational culture.

Required Qualifications

- A minimum of two years mid-senior range HR management experience that reveals a broad knowledge and ability to apply principles, methods and techniques of HR management.
- Familiarity and/or comfort with using technology to support HR functions.
- Excellent written and verbal communication skills and the ability to work well with people.
- Solid organizational abilities, including planning, delegating, program development, and task facilitation.
- Alignment of key values and commitment to racial and social justice
- Experience or interest in working with formerly incarcerated people, and commitment and passion for supporting their power and leadership.
- Capacity to build working relationships with system-impacted people that are supportive and build trust and self-determination, and don't replicate harmful system power dynamics.
- Adaptability, fast learning, resourcefulness, and capacity to take initiative.

LSPC is an equal opportunity employer that refuses to discriminate on the basis of race, religion, disability, gender, nationality, ethnicity or sexual orientation. We strongly encourage formerly incarcerated people, family members, people of color, women and all qualified people to apply for this position.

To apply: Please submit your resume and a cover letter describing your interest in the position to Errol Veron at errol@prisonerswithchildren.org.

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