

Job Title: Human Resources Manager

Location: Remote home office within commuting distance of Los Angeles, Pasadena, Oakland, or San Diego

Salary Range: \$66,500-\$75,000

Verdical · (vər-dək-(ə)l) · n. an upward trend in positive environmental impact

WHO WE ARE

- Verdical Group is a leading sustainability consulting firm focused on decarbonizing the built environment. We've developed a nationally known brand and industry leading reputation since our founding in 2012.
- We specialize in the following services:
 - Green Building Certifications: LEED, Fitwel, WELL, Living Building Challenge, CALGreen
 - Engineering: energy modeling, daylight modeling, life cycle assessment, commissioning
 - Sustainability Strategy: net zero, zero carbon, program management
 - Events: we produce the nation's largest annual [Net Zero Building Conference](#).
- Our core values include environmentalism, fun, inspiration, adventure, and continuous learning.
- We're a growing group of 15 team members with an aggressive plan to grow our revenue and team.
- We have offices in Los Angeles, Pasadena, and Oakland and plan to open an office in San Diego in 2022.
- We are a net positive company, having officially offset our entire historical carbon footprint dating back to the company's founding, plus ten percent. We also don't accept funding from fossil fuel companies.
- We're incorporated as a benefit corporation and are a high-scoring [Certified B Corporation](#) - we meet rigorous standards of social and environmental performance, accountability, and transparency.
- We are a 1% for the Planet [Member Company](#): we donate 1% of our annual revenue, not just profit, to environmental nonprofit organizations.
- We're committed to antiracism: our diverse team is one of our greatest assets.
- Visit us at www.verdicalgroup.com to learn more and watch our About Us video [here](#).

WHO YOU ARE

- An all-star talent who wants to work as part of a highly respected and growing team
- Committed to making a positive social and environmental impact on the world through your work at VG; you will be evaluated quarterly on your performance and progress in these areas
- An inspired change maker who enjoys working in a fast-paced environment
- You thrive in an environment where you're surrounded by likeminded, passionate sustainability professionals who are working to make a positive impact on the world. ("Far and away the best prize that life offers is the chance to work hard at work worth doing.")
- Someone who knows that a team of satisfied, empowered individuals produces the best work and wants to coach team members to be their best

ROLE DESCRIPTION

- With this position Verdical Group will be establishing its first position solely responsible for human resources. As such, the ideal candidate will be familiar with and comfortable working on all HR tasks. These include:
 - o Payroll administration (includes: payroll, 401(k), medical, reimbursement, PTO, etc)
 - o Benefits & compensation administration
 - o Competitor analysis as it relates to benefits and compensation
 - o Recruitment/hiring/onboarding/training - collaborating with team managers to understand skills and competencies required for openings
 - o Employee job performance tracking, management, and career pathways guidance
 - o Handling employee concerns, disputes, disciplinary actions, etc
 - o Updating policies and communicating information with employees
 - o DEI initiatives
 - o Ensuring legal compliance of company policies and procedures
 - o Risk analysis
 - o Maintaining employee records - this includes reviewing, tracking, and document compliance of mandatory and non-mandatory training, continuing education, and work assessments.
 - o Organizing team-building events, including some travel booking
 - o Collaborating on B Corp certification maintenance

REQUIRED QUALIFICATIONS

- 1-3 years of HR experience, ideally in a California market.
- Demonstrated writing, editing, and communications skills (Spot any typos in this job ad?)
- Excellent organization skills, with a fastidious attention to detail and the ability to work both independently and collaboratively while managing multiple demands
- Ability to prioritize and reprioritize responsibilities under tight deadlines
- Microsoft Office (primarily Excel & Word) experience and comfort (Do you have a favorite Excel formula?)
- Organization, time management, communication, confidentiality/discretion, teamwork, integrity, problem-solving, good manners, good attitude, empathy, negotiation skills
- Demonstrated interest in sustainability
- Ability to be assertive without being unlikable
- Comfortable negotiating and reaching solutions through discussion and compromise
- We welcome applicants of all backgrounds and encourage potential fits to apply even if you do not meet all of the required qualifications outlined above.

PREFERRED QUALIFICATIONS (NOT REQUIRED)

- HRCI or SHRM (or similar) certification
- Experience managing out-of-state employee benefits/payroll
- Demonstrated data analysis in HR capacity
- Bachelor's degree in related field

BENEFITS

- Full-time, overtime-exempt salary position
- Compensation commensurate with experience
- 100% company-paid gold level health insurance, dental insurance, term life insurance, and AD&D insurance
- \$750/year continuing education stipend (Individual growth, not just company growth, is important)
- 100% firm-paid credential exams and renewal fees
- \$100/month pre-tax cell phone benefit
- \$100/month pre-tax transportation benefit
- 401(k) Retirement Plan with company match (after one year of employment)
- Paid Time Off (PTO) for vacation and sick days + unpaid time off available for high performers
- 9 paid annual company holidays
- At this time, remote work environment with monthly required in-person team meetups in the regional market you work in
- We're humans first: our culture and policies promote physical, emotional, and mental wellness ("When people go to work, they shouldn't have to leave their hearts at home.")
- Attend industry conferences and events including VG's Net Zero Conference
- A career pathways program with quarterly meetings to discuss career goals and personal growth
- Great company culture that builds in full team time for things like Earth Day volunteering, café meetups, great outdoors hiking adventures, game days, annual holiday dinner, retreats, and VG University.

APPLY

- Send an email with both PDF cover letter and resume attached to: applicants@verdicalgroup.com
- Title the combined PDF and the email "Human Resources Manager-[Your Name]"
- We welcome applicants of all backgrounds and encourage potential fits to apply even if you do not meet the criteria outlined above. We look forward to hearing from you!