



RES PUBLICA GROUP

People & Culture Manager

Res Publica Group, a Chicago-based strategic communications agency, is seeking a part-time team member to manage the company's human resource function. We are a boutique agency specializing in communications, media relations, marketing and branding. We serve a variety of clients in both the public and private sector across several industries including healthcare, transportation, real estate and gaming.

A successful candidate will lead and direct the routine functions of people management including hiring and interviewing staff, administering pay, overseeing employee benefits and enforcing company policies and practices. By collaborating with the executive team, the Manager will also help to enhance efforts to recruiting, retention and development of a diverse professional team. If you have a strong background in people management and a desire to become a part of a dynamic team, you may be the perfect person to fill this position. This is a hands-on position.

We seek self-motivated individuals who are able to consistently deliver results to support the growth of the agency. As part of our team, you would:

- Lead the day-to-day human resources operations and culture strategy for the company
- Oversee the talent strategy and manage the talent acquisition process, including interviewing and hiring of qualified job applicants and collaborating with senior staff to understand skills and competencies required for openings
- Cultivate learning and development programs and initiatives that provide internal development opportunities for employees
- Work with leaders on staff performance management including annual evaluations
- Support management and other staff when complex, specialized or sensitive questions and issues arise
- Maintain employee compliance with company policies; oversee employee disciplinary actions, including providing reasonable accommodations, investigating allegations and/or managing terminations
- Stay current on industry compensation and benefit norms; research competitive base and incentive pay programs to ensure the organization attracts and retains top talent
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices
- Maintain knowledge of industry trends, best practices, regulatory changes, and new technologies in human resources, talent management and employment law
- Work with financial controller to assess benefit programs including 401K Plan review, healthcare renewal, business insurance and other corporate business services
- Performs other duties as assigned

Ideal candidates for this role will have:

- Bachelor's degree in human resources, business administration or related field
- 3+ years' experience in a managerial HR position, professional services environment a plus
- Strong understanding of employment regulations and policies

- Multi-office experience and understanding of CA employment laws a plus
- SHRM-CP or SHRM-SCP certification highly desired
- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation and conflict resolution skills
- Experience with change management and culture initiatives a plus
- Ability to act with integrity, professionalism and confidentiality
- Comfortable working in a fast-paced, deadline-driven environment
- Personable, assertive and professional demeanor with strong interpersonal skills

About Res Publica Group

With offices in Chicago and Sacramento, we are a boutique agency with 20-25 full-time employees, working periodically with external consultants as well. Our team brings decades of expertise to serving clients where we work to deliver strategies that protect and grow reputations, elevate brands, shape public perception, activate constituents and drive consumer behavior.

The people and culture role is a part-time salaried position estimated at 20-30 hours weekly. Benefits for this position will include paid vacation, hybrid remote work flexibility, discounted commuter and fitness benefits, regular social events and professional development resources. Please send your resume and a cover letter to careers@respublicagroup.com.