

POSITION ANNOUNCEMENT Human Resources Manager

Job Type: Full Time (less than full time will be considered if requested during hiring process)

Full Time Equivalent: 1.0 FTE

Reports to: Executive Director

Rate: \$55,000 to \$68,000 (annually)

Location: Anywhere in Wisconsin. Employees who live within 45 miles of a DRW office have the option to work fully in-office or under a hybrid work arrangement. Residency outside the 45-mile range qualifies to work fully remote. Must be a Wisconsin resident.

Application Instructions: Submit resume and cover letter (preferred but not required), detailing your qualifications and experience as they relate to the minimum and preferred qualifications.

For priority consideration apply online at <http://www.disabilityrightswi.org/about/careers>.

Application Deadline: Monday, January 9, 2023, for priority consideration. Position will remain open until filled.

Alternate formats of this Position Announcement are available upon request. Materials may be submitted in alternate formats if necessary.

What is DRW?

Disability Rights Wisconsin is the state's Protection and Advocacy system, charged with protecting the rights of individuals with disabilities and keeping them free from abuse and neglect. Employing a variety of means, our advocates and attorneys use individual casework and systems advocacy to achieve positive changes in the lives of people with disabilities and their families. We are seeking employees who value this work. In turn we treat our employees well, offering a supportive environment, talented colleagues, excellent benefits, and generous leave.

DRW arose out of a disability civil rights movement demanding that the abuse of people with disabilities end and that people with disabilities be included in life, school, workplaces, and communities. Our core values include Diversity, Dignity, Independence, Accessibility, Inclusion, Human Rights, and Liberation.

One of our core values is diversity. A diversity-based approach to disability rights recognizes the intersectional nature of oppression experienced by people with disabilities from underprivileged and underserved communities. We strive to create a welcoming and inclusive environment at DRW. We work to specifically address disability-related injustices at the intersections of disability and race, disability and gender, disability, and gender-based violence, and more.

Job Summary

DRW is transitioning from contracted to in-house HR. The new Human Resources Manager (HRM) will have the exciting opportunity to develop the position. The HRM will be responsible for all of DRW's HR functions, including but not limited to employee and supervisor support and communications; benefits administration; personnel policy management; compliance and reporting; confidential personnel file and information management; salary determination support; and performance review compliance. An HRIS tool will assist with employee data. The HRM is not responsible for time reporting or payroll. We are seeking someone who is approachable yet professional, who can provide support and guidance to a diverse staff of approximately 80 employees, and who possesses exceptional accuracy, organizational and communication skills.

Key Responsibilities

1. Personnel (40%)

- Provide guidance to employees and supervisors as appropriate.
- Confidentially take employee concerns, complaints, and grievances, and follow up as appropriate; conduct exit interviews.
- Personnel Policies: keep current; provide annual review and updates; post.
- Properly file and maintain confidential personnel files.
- Implement performance review structure and ensure compliance.
- Work with IT team to develop, improve and update an employee HR portal that includes benefits, policies, forms, and other information helpful to employees and supervisors.

2. Benefits Administration (30%)

- Provide benefits orientation to new employees or newly eligible employees.
- Use HRIS system and work with benefits vendors to manage benefits and employee enrollments and terminations.
- Assist employees with issues that impact employment and benefits, including FMLA, and provide support to supervisors; ensure employee compliance with validations and reporting.
- Ensure proper notification of COBRA and other affected benefits upon termination.
- Troubleshoot and help employees resolve benefits issues.
- Notify in writing changes to employees' status, benefits, salary, etc.
- Manage annual provider recommendations and DRW benefit package decisions; structure open enrollment.

3. Compliance (5%)

- Update and submit DRW Affirmative Action and Civil Rights Compliance Plans and other reports.
- Approve ACA, retirement plans, and other annual reporting.

4. Recruitment and Retention (15%)

- Coordinate with Office Manager to ensure prompt and effective position postings.
- Ensure adherence to hiring procedures.
- Assist with salary determinations of new hires and transferring employees.
- Conduct background checks.
- Ensure thorough HR portion of orientation process is followed; documents have been read, completed, and signed; and new employees have been welcomed.
- Work with Executive Director to receive, consider, and implement recruitment and retention recommendations from the Diversity Committee.

5. Transition to HRIS (5%)

- Complete transition of HR functions to in-house HR, including transition to HRIS tool, if needed.
- Work with IT team to train employees and supervisors on the use of the HRIS.
- Enroll new employees and manage employee data in HRIS.

6. Other activities (5%)

- Development and implementation of salary determination structure, in collaboration with DRW staff.
- Serve as Incident and Compliance Officer.
- Other HR related responsibilities as assigned.

Qualifications**Required:**

- 2 years' experience providing HR functions PLUS:
 - Bachelor's Degree in Human Resources, Business Administration, Organizational Development, or related field, and/or
 - Human Resources Certification, such as PHR or SHRM-CP.
- Knowledge of the principles and practices of HR administration, including personnel issues and benefits administration.
- Exceptional written and verbal communication skills that can clearly and simply convey complex information.
- Excellent organizational skills and attention to detail.

- Ability to act with integrity, professionalism, and confidentiality.
- Experience/direct contact with persons of culturally diverse backgrounds.

Preferred:

- Demonstrated commitment to social justice and/or disability rights.
- Experience with use of an HRIS tool.
- 4+ years direct experience serving in a professional human resources capacity.
- Experience leading HR in a nonprofit organization.
- Knowledgeable of local/ state/ federal rules and regulations related to HR, employee rights, and required documentation.

Benefits

Disability Rights Wisconsin offers the following benefits for full time employment: health, vision, dental, and life insurance; short- and long-term disability; 401(k) retirement savings plan, and flex spending. Paid time off includes 10 paid holidays, 4 floating holidays, personal and sick time off, volunteer and voting time off.

A COVID-19 vaccine mandate is in place for all employees. A copy of the policy can be requested by emailing hr@drwi.org.

EEO/AA | We're an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.