

Position Announcement Human Resources Generalist

Job Information

Full Time Equivalent: 1.0 FTE (40 Hours per week), Non-Exempt

Reports to: Director

Rate: \$28.00 to \$32.00 per hour

Location: This is a **Madison or Milwaukee** office position. Hybrid work is available. Applicant must be a Wisconsin resident.

Job Hours: Work to be completed during core office hours; 8 a.m. to 5 p.m.

How to Apply

Application Instructions: Required for this position is a:

- **resume or work experience history**, that details your qualifications and experience as they relate to this position.

Priority Deadline: August 18, 2025. Applications received by this date will be given full consideration. The position will remain open until filled.

Note: You can request alternate formats of this position announcement. You may submit your application materials in alternate formats if needed.

What is Disability Rights Wisconsin?

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.

Disability Rights Wisconsin 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.

A diversity-based approach to disability rights recognizes the intersectional nature of oppression experienced by people with disabilities from marginalized and underserved communities. We work to specifically address disability-related injustices at the intersections of disability and race; disability and gender and gender identity; disability and gender-based violence; and more. We strive to create a welcoming and inclusive environment at Disability Rights Wisconsin.

Job Summary

The Human Resources Generalist provides essential support for the daily operations of the Human Resources department. Working closely with the Director, HR Consulting Firm, and administrative leadership, this position supports all aspects of the employee lifecycle, including recruitment, onboarding, benefits administration, records management, and compliance. The HR Generalist plays a key role in fostering a responsive, inclusive, and supportive workplace for a diverse statewide team of approximately 70 employees working across two offices and remote locations.

Key Responsibilities

1. Employee Services – 40%

- Work with staff and people managers to be the first point of contact for all employee facing services such as engagement, benefits, leave requests, and employee relations.
 - Provide consultation and application forms.
 - Advise on logistics.
 - Act as the primary liaison between people managers and staff regarding situations that impact attendance or performance.
 - Use sound judgement to elevate situations with complex or broad impact.
 - Assist in planning recognition programs, staff surveys, staff development, wellness, and equity initiatives.
 - Serve as the voice of HR in employee facing communications.

2. Full Cycle Recruitment – 20%

- Coordinate job postings, applicant tracking, interview scheduling and act as the primary liaison between candidates and DRW.
- Assist with background checks.
- Manage the New Hire onboarding processes, including forms, systems access and orientation logistics.

3. Database Management – 20%

- Maintain accurate and up-to-date personnel files and digital records.
- Support maintenance and enhancements to HR systems.

4. Compliance – 10%

- Provide proactive administrative support in compliance with federal, state and organizational policies.
 - Gather and compile data points and materials.
 - Draft responses.
 - Run reports.
 - Assist in submission of documentation.

5. General Responsibilities – 10%

- Adhere to all Disability Rights Wisconsin policies and procedures including but not limited to work hours; timesheets; file maintenance; confidentiality and security.
- Participate in Disability Rights Wisconsin activities such as all-staff meetings and committees.
- May be other related duties as assigned.

Qualifications

Required:

- Associate's or bachelor's degree in human resources, business, or related field (or equivalent experience)
- 3+ years of experience in HR administration or coordination, preferably in a nonprofit or legal services setting
- Strong knowledge of employment laws and HR best practices
- Experience with HRIS systems (e.g., Paylocity, ADP, or similar) and Microsoft Office Suite
- High level of professionalism, confidentiality, and attention to detail
- Ability to utilize sound judgement, problem solve and be proactive.

- Effective interpersonal, organizational, and communication skills
 - Commitment to equity, inclusion, and the mission of advancing justice through legal services
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Work Environment and Physical Demands:

- **Remaining in a stationary position, often standing, or sitting for prolonged periods:** 27 to 40 or more hours
 - **Moving about to accomplish tasks or moving from one worksite to another:** 13 hours or less
 - **Repetitive motions that may include the wrists, hands, and fingers:** 27 to 40 or more hours
 - **Sedentary work that primarily involves sitting and standing:** 27 to 40 or more hours
 - **Light work that includes moving objects, boxes up to 20 pounds:** 13 hours or less
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Benefits

Disability Rights Wisconsin places an unparalleled value on the well-being of our staff. The following benefits are offered for permanent employees who work 20 or more hours per week:

- Generous employer contribution for individual and family health insurance plus a Health Reimbursement Account for uncovered health care costs.
- Employer-provided Short-Term and Long-Term Disability Insurance
- 401(k) Retirement Plan with Employer Contribution
- Flex Spending Account
- Employee Assistance Program (EAP)

- Access to affordable, quality:
 - Dental, Vision Coverage
 - Additional Life Insurance for employee and spouse and children
 - Critical Illness Insurance
 - Identity Theft
 - Pet Insurance

- **Public Student Loan Forgiveness:**

Employment at our organization may qualify you for federal student loan forgiveness programs. We do not directly pay for – nor forgive – federal student loans. However, our status as a not-for-profit organization under Section 501 (c) (3), makes us an eligible employer. There may be other determining factors for one to qualify.

For more information, read the Federal Student Aid’s Public Service Loan Forgiveness (PSLF) page:

studentaid.gov/manage-loans/forgiveness-cancellation/public-service

Generous paid time off policies include:

- 10 Fixed and 4 Floating Holidays
- Leave time for:
 - Medical and Caretaking
 - Vacation
 - Personal
- Bereavement Leave

Equal Employment Opportunity Act (EEO) and Affirmative Action (AA)

We are 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 following Title VII of the Civil Rights Act of 1964 and the American with Disabilities Act (ADA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Our organization is committed to building a culturally diverse and inclusive environment.

Date of Job Description: July 2025