



JOB TITLE: Human Resources Manager

TEAM: Operations

REPORTS TO: Director of Finance & Administration

FLSA STATUS: Exempt

LOCATION: Richmond, VA

DATE: February 2021

JOB SUMMARY

The ACLU-VA Human Resources Manager works across our organization, performing HR-related duties with a high-degree of confidentiality, collaboration and critical thinking. The position is responsible for managing our recruiting and onboarding program, benefits administration, maintaining an HRIS system, while working in collaboration to improve current systems and processes that advance our mission and sustain our staff. The ideal candidate is a problem-solver and team player who is passionate about HR, comfortable with the range of responsibilities of a human resources generalist, and able to demonstrate a foundation of related knowledge and skills. They should always enjoy being the go-to person that staff come to with questions and remain professional, managing stressful situations with good judgment and poise.

RESPONSIBILITIES

Human Resources Management

- Manage employee payroll and serve as primary liaison with third-party payroll company;
- Administer benefits programs, including health, dental and vision, 401(k), and other insurance plans, including processing benefits for new staff members, answering staff questions about benefits;
- Implement an HRIS that meets personnel needs and maintain the system to include employee status and benefits changes, ensuring accurate leave balances and benefits enrollments/deductions, assisting employees with timecard entry and troubleshooting, producing regular reports, and performing audits to ensure data integrity;
- Perform administrative HR tasks including maintaining personnel files, completing employment verification requests, monitoring probationary employment periods and notifying supervisors, maintaining and monitoring all workers' compensation files, and other admin tasks as required;
- Complete reports for National ACLU including pension and salary surveys and assist in annual compensation studies;
- Manage the recruitment and hiring program, including working with hiring managers to develop and implement a hiring plan that fully utilizes our recruiting system, posting open positions to build a diverse pool of applicants, developing interview questions and exercises, screening candidates and scheduling interviews, and drafting offer letters;
- Administer onboarding process to ensure each new staff member is welcomed, set up for success from the outset, and able to integrate seamlessly into the organization, working closely with other members of the executive, operations, and program teams;
- Support the process for transitioning staff to new roles or off-boarding from the organization that ensure an effective transition of responsibilities and capture learnings from their time on staff/in role;

- Respond to individual HR questions, staff conflicts and general requests from employees with an open door, including utilizing HR expertise to create an environment of confidence and accountability that ensures staff come to HR for their needs;
- Provide compliance support, including staying updated on compliance changes (e.g. laws, ordinances, policies, procedures) and administering internal policies, practices, and procedures consistently across staff, assuring compliance with EEO requirements and internal equity objectives;
- Help facilitate year-round staff development and engagement programming to include annual evaluations, internal and external skill building opportunities, supervisory training and all staff retreats;
- Review and analyze organizational data to identify trends and recommend solutions to improve performance, retention, and employee experience;
- Remain up to date on HR trends in the corporate and non-profit worlds, assisting senior leaders in developing and implementing best policies, procedures and practices on personnel matters;
- Actively work to foster a welcoming, equitable and inclusive office experience for everyone;
- Special projects, research, and other duties as assigned.

MINIMUM REQUIREMENTS

- Knowledge of human resources management principles and methods.
- Experience exercising discretion and confidentiality with sensitive information.
- Proficiency with office technology and information systems, including online communications, word processing, spreadsheets, and accounting software.
- Willingness and ability to work beyond the normal workday, on weekend, and/or more than 40 hours a week as necessary.
- Willingness and ability to travel throughout Virginia, and occasionally to other states for conferences and training.
- A commitment to the mission and values of the ACLU of Virginia, and to racial justice and civil rights issues and an understanding that these issues are central to overall protection of civil liberties.
- A commitment to diversity, equity and inclusion, to refrain from unlawful discrimination and to comply fully with all applicable laws; a personal approach that values the individual and respects differences of race, ethnicity and national origin, age, gender, sexual orientation, gender identity, religion, ability and socio-economic circumstance, and able to work with diverse individuals within the organization and broader community.

ESSENTIAL SKILLS & ABILITIES

- Exceptional organizational skills and a systems-oriented working style that allows identification of problems as opportunities to generate solutions that will have an impact tomorrow and long-term.
- Ability to understand how work impacts people differently and desire to work to fully integrate differentiated strategies across teams for seamless engagement.
- Ability to regularly and easily jump from task to task, prioritize, stay organized, and complete assignments under tough deadlines in an occasionally stressful environment.
- Flexibility and willingness to learn new tools, technology, and resources.
- Strong interpersonal skills with the ability to work inclusively across lines of difference in a variety of settings.
- Excellent judgment, especially when dealing with sensitive issues/situations.

- Strong verbal and written communication skills, with the ability to communicate complex processes in a clear and concise manner.

DESIRABLE EXPERIENCE, SKILLS & ABILITIES

- SHRM, HRCI or similar HR certification
- Valid driver’s license.

EQUIPMENT USED

- Computer, phone, copier, fax

Approved by: _____ Date: _____

Accepted by: _____ Date: _____

DISCLAIMER: Nothing in this job description restricts the Executive Director's right to assign other duties or responsibilities to this job at any time.

The ACLU of Virginia is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU of Virginia encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity and expression, age, national origin, marital status, citizenship, disability, and veteran status and commits to comply with all applicable equal opportunity and nondiscrimination laws and to refrain from unlawful discrimination.