



## POSITION DESCRIPTION

<b>Title: Human Resources Generalist</b>	<b>Employment Status: At-Will</b>
<b>Department: Administration</b>	<b>FLSA Status: Full-time Non-Exempt</b>
<b>Reports to: Chief Operating Officer (COO)</b>	<b>Supervises Human Resource project volunteers</b>

### MISSION:

*“Seeking to put God’s love into action, Pikes Peak Habitat for Humanity brings people together to build homes, communities, and hope.”*

### GENERAL DESCRIPTION:

The Human Resources Generalist is responsible for the oversight of all PPHFH human resources, including recruiting and supervising HR project volunteers, as needed. Working with leadership, the Human Resources Generalist ensures that PPHFH has the right people, in the right jobs, with the right skills and abilities, with a true sense of personal value, and a commitment to providing high quality service in a safe environment. The Human Resources Generalist also has the ultimate authority for ensuring PPHFH complies with all federal and state employment laws. The Human Resources Generalist is a key member of the management team and exercises independent judgment and discretion over human resource matters for PPHFH.

### CHARACTER DESCRIPTION:

This position requires a mission-focused motivated team member who enjoys being part of a multi-faceted organization that works with the team members to be the best they can be in uplifting each other with dignity while actively demonstrating PPHFH’s mission in this role.

### CORE RESPONSIBILITIES:

1. Human Resources: Under the direction of the COO, supports leadership in recruiting, training, motivating, and retaining a diverse workforce that provides high quality service to PPHFH programs and team members through administration of staffing, employee compensation and benefits, employee training including DEI, and the employee performance review process as well as oversees the organization’s safety team and acts as business office safety coordinator.
  - Staffing
    - Per COO’s recommendations: Lead recruitment and staffing initiatives, ensuring timely staffing fulfillment and statutory regulation compliance, Equal Employment Opportunity
    - Perform background checks
    - Establish and maintain HR records, reports, organization charts, affiliate contact lists, and employee personnel records
    - Develop, implement, update, and administer employee personnel policies and procedures proposed by legal counsel and PPHFH and HFHI leadership
    - Provide guidance and counsel regarding policy administration, including dispute resolution and positive discipline in coordination with leadership
    - Point of contact, along with COO, with personnel law attorney as needed to review handbook, personnel issues, position descriptions, and personnel law changes
    - Conduct employee termination process upon CEO’s authorization to terminate
    - In tandem with the leadership team, coordinate quarterly all-staff meetings, as well as staff recognition and appreciation events, as needed
  - Compensation Administration

- Perform job review, wage and compensation analysis as needed during recruitment process
  - Maintain current market wage compensation trends and relatable information, participating in salary surveys and conducting research, as needed
  - Review and advise leadership on compensation structure, compensation plans, and bonus awards, as needed
  - Meet and communicate with Director of Finance as needed to ensure timely and adequate annual budget of wages and benefits
  - Payroll processing
    - Process semi-monthly payroll via third party
    - Reconcile and remit 401(k) or other retirement program proceeds
    - Reconcile and remit garnishments
    - Open and close necessary employer tax and any other payroll accounts, as needed
    - Provide third party necessary tax correspondence(s)
  - Benefits Administration
    - Consult with benefit brokers and retirement plan third party administrator to review and analyze existing benefits, compare competing proposals, and present to leadership team. Also, work with brokers on annual open enrollment
    - Periodically review employee benefits and benefit documents to ensure compliance with state and federal employment laws and regulations
    - Provide orientation and continuing benefit information to employees, as needed
    - Maintain personnel benefit files
    - Administer all employee benefits
      - 401(k) and related annual 5500 filing
      - Coordinate with third party administrator, as needed
      - Flexible spending accounts
      - Health/Dental/Vision/Life insurance
      - Direct deposit
      - Community giving deductions
      - Vacation/sick leave and holidays
      - Workers Compensation (includes annual audit)
  - Employee Survey: Create/conduct/coordinate annual staff satisfaction survey
  - Employee Training and Professional Development
    - Coordinate new employee orientation for all staff, AmeriCorps, and interns; order business cards and name badges, order initial work area supplies including work-related apparel
    - As part of new-employee onboarding, manage: IT vendor to establish email addresses including inclusion in appropriate email distribution lists as well as setting up new computers and establishing remote access; using telecommunications vendor portal, set up on-desk phone access, as needed; work with the accountant to order and set up cellphone access
    - Identify and suggest to leadership team professional development opportunities of quality, applicability, accessibility to include: personnel management for managers; trainings that create pathways for upward mobility for all employee, AmeriCorps, and intern orientations
    - Responsible for the creation, launch, and continuing DEI education, including facilitated all-staff trainings and retreats
  - Performance Reviews
    - Update and coordinate annual performance review system
    - Create and coordinate manager training opportunities
    - Periodically review process for legal and regulatory compliance
2. Risk Mitigation: In coordination with the COO, this position oversees the organization's risk mitigation regarding insurance coverage and claims prevention, as well as coordinates safety programs for the main business office.
- Federal, State and HFHI Policy and Procedures Oversight

- Participate in local and statewide HR roundtables, seminars, and webinars as well as HFHI professional development opportunities regarding upcoming federal and state personnel laws
- Monitor and manage HFHI compliance regarding personnel policies and procedures (i.e. Safeguarding, Policy 34), ensuring compliance of all staff and key volunteers recertifying annually
- Safety Coordinator
  - Oversee Safety Coordinators on construction, repair and ReStore sites
  - Act as designated business office Safety Coordinator to include coordinating annual fire dept inspection and ensuring that recommendations are implemented; ensuring safety equipment is available and current (fire extinguishers, AED, First Aid)
  - Coordinate quarterly safety meetings with COO
  - Provide training to office staff on proper safety techniques and oversee First Aid and CPR trainings and keeping kits updated across the organization
  - Provide administrative support for the construction department as related to safety issues
  - Annual review of safety manual and update practices as needed by legal, OSHA, workers compensation, HFHI's Competent Person certification and best practice requirements
  - Promptly inform COO of any safety concerns and incidents so leadership may respond accordingly in a timely manner
  - Coordinate with COO the annual review and update of the organization's Crisis Communication Plan
  - OSHA Reporting
    - Promptly update worker compensation claims in the OSHA database
    - Assure workers compensation and OSHA claims are both submitted and recorded in appropriate reporting databases in a timely manner.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

- Exercise discretion and independent judgment on matters of significance to PPHFH
- Thorough knowledge of state and federal regulations concerning employment practices
- Self-motivated, able to work independently with minimal supervision and able to proactively and creatively initiate, follow through on and complete tasks in a timely manner
- Willing and able to handle concurrent tasks
- Ability to maintain a high level of confidentiality
- Experience in documenting, assisting, and reporting mediations and investigations
- Excellent written, verbal, and interpersonal communication skills
- Strong organizational, administrative skills, and attention to detail
- Capacity to work with frequent interruptions
- Uses discretion when handling sensitive information
- Performs as a team player in an ecumenical environment
- Diplomacy in dealing with interdepartmental colleagues and public
- Able to work with people from a diverse range of cultures and backgrounds
- Proficient payroll software (Mosaic preferred)
- Knowledge in Word Press preferred to update website career page
- Occasional flexibility to work longer hours, evenings and weekends, as needed
- Able to make a commitment to the mission and values of Habitat for Humanity
- Bilingual is a plus, though not required

#### **EDUCATION, EXPERIENCE:**

##### **Preferred**

- BA/BS degree preferably with a concentration in Human Resource Management or related experience
- SHRM certified or similar certification and payroll processing and accounting knowledge desirable
- Experience with facility management

##### **Required**

- Minimum of three (3) years' experience in human resources, and benefit administration in a diversified organization of 40+ employees

- Proficient in Microsoft Office, including Word, Publisher, Excel, and PowerPoint
- Valid driver's license and proof of insurance, and satisfactory driving record.
- Must satisfactorily pass a state and national background check
- Exceptional attention to detail and maintaining confidentiality

**ACCOUNTABILITY:**

- The HR Generalist shall:
  - Be in agreement with this position description
  - Be in agreement with the policies and ethical guidelines of Pikes Peak Habitat for Humanity
  - Be in agreement with federal and state employment laws and ensure PPHFH compliance with such laws
  - Be accountable and report directly to the COO
  - And perform other tasks as assigned

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift, twist, and/or move up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will require sitting at a desk for most of the day, and the ability to type. Should be able to climb stairs, safely navigate parking lots, navigate active warehouse and construction sites for staff meetings and other staff activities including to access offices, meeting, special events and work rooms in a building(s), without an elevator. A workspace designated solely for them is provided. Necessary office furnishings, equipment and supplies will be provided by Pikes Peak Habitat. While performing the duties of this job, the employee may periodically be required to work outdoors and would be exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

From time-to-time the employee may be asked to travel for professional development opportunities on Pikes Peak Habitat business, at the affiliate's expense.

**WORK LOCATION:**

Work Location: The nature and responsibilities of this position are such that the position is eligible for hybrid worksite arrangements after completion of training, with a minimum of 3.0 days in office and the remainder working from home or telecommuting, on a consistent or recurring basis. Working remotely is not a guarantee as it is a privilege and may be revoked. The position will be based at the affiliate's business office in Colorado Springs, CO USA.

**EQUAL EMPLOYMENT OPPORTUNITY:**

Our commitment to Equity, Diversity, and Inclusion in the Workplace: Pikes Peak Habitat for Humanity is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply and are considered for employment on merit alone without regard to race (including characteristics associated with race such as hair texture, hair type, and protective hairstyles), color, religion, sex, sexual orientation, gender identity, transgender status, national origin, disability, pregnancy, age (40 or older), genetic information (including family medical history), marital status, military status, lawful conduct outside of work, membership or non-membership in a labor organization, or status in any other group protected by federal, state or local law.

**JOB STATUS:**

- 1) FLSA Classification: This position is non-exempt according to guidelines of the Fair Labor Standards Act and, as such, an individual in this position is eligible to receive overtime pay.
- 2) Full- or Part-Time: This position is full-time in nature. An individual in this position will regularly work a schedule consisting of 40 hours per week.
- 3) Schedule: For PPHFH, the usual business days are Monday through Friday, holidays excepted, and usual business hours are from 8:30 A.M. to 5:00 P.M. Mountain Time Zone.

#### **COMPENSATION AND BENEFITS:**

- The hiring range for this position is projected to be \$53,000 to \$63,000 depending on experience.
- All full-time Pikes Peak Habitat for Humanity employees are eligible for the following employee benefits:
  - Medical/Life/Dental/Vision/401(k) Retirement Program with employer match up to 4%/Accrued Vacation and Sick hours/Paid holidays. Short term disability is available through the Colorado FAMILI program.

#### **APPLICATION TIMELINE & INSTRUCTIONS:**

#### **NO PHONE CALLS, EMAILS OR PERSONAL INQUIRIES**

- Online application window opens June 27, 2024
- Position will remain open until filled
- Apply on our website at [pikespeakhabitat.org/employment](https://pikespeakhabitat.org/employment)
- [Upload C.V./Resume](#)
- [Upload cover letter explaining how you meet/exceed the position's preferred levels of education and experience contained within this job description](#)

#### **ABOUT PIKES PEAK HABITAT FOR HUMANITY:**

Habitat for Humanity, founded in 1976, is a global, Christian-based nonprofit organization that grew out of an intentionally multi-racial community in rural Georgia. Locally, Pikes Peak Habitat for Humanity was established in 1986. Seeking to put God's love into action, Pikes Peak Habitat brings together people of all faiths and people of no faith to build homes, communities, and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability, and self-reliance they need to build better lives for themselves. Pikes Peak Habitat seeks individuals who have a willingness to affirm these principles and values.

At Pikes Peak Habitat for Humanity, we embrace a history rooted in creating equity and take our mission seriously by courageously committing to a culture and workplace where all staff feel safe, welcome, visible, respected, supported, and valued. As an equal opportunity employer, we realize that our success depends upon building an inclusive workforce of diverse perspectives and encourage people of varied races (which is inclusive of traits historically associated with race, including, but not limited to, protective hairstyles and hair texture), ethnicities, national origins, tribes, religions, ages, gender identities and expressions, genders, sexual orientations, marital statuses, disabilities, veteran/reserve national guard statuses, socio-economic statuses, thinking and communication styles to work with us.

We also require that all staff take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening and will be held accountable for upholding our policies around ethical behavior, including safeguarding and whistleblowing.