

**JOB ANNOUNCEMENT**  
**HUMAN RESOURCES MANAGER**  
**OFFICE AND SUPPORT SERVICES**  
**(Internal and External)**

For over 50 years, Legal Aid Chicago has provided free civil legal assistance to people living in poverty in metropolitan Chicago. Each year our attorneys, volunteers, and staff help resolve legal problems, including domestic violence, consumer fraud, immigration, employment, and unfair evictions.

**JOB SUMMARY:**

Under the direct supervision of the Chief Operating Officer the Human Resources Manager is responsible for managing multiple functional areas of Human Resources including benefits administration, recruitment and employment, employee and labor relations, HR information system, compliance with state and federal laws and grants, reporting and record keeping, and compensation. The position requires a strong emphasis on benefits management and administration and employee/labor relations, including benefit evaluation/analysis, planning and designing, and labor contract interpretation.

**ESSENTIAL JOB RESPONSIBILITIES:**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

**Benefit Administration** Assists with the evaluation, analysis, and selection of employee benefit programs and performs as the liaison between employee benefit providers and the employees. Support communication of benefit programs to staff. Processes required documentation to ensure accurate record keeping and proper deductions.

**Recruitment and Employment** Performs routine recruiting, selection and employment process (e.g. writing/editing job descriptions, advertising, processing applications, preparing screening criteria, scheduling interviews) for the purpose of meeting staffing requirements while complying with established guidelines. Develop and maintain relationship with recruitment sources in the legal and non-profit communities.

**Employee and Labor Relations** Communicates with employees, departments, and Management for the purpose of providing information and assistance for making decisions, taking appropriate action and/or referring to someone else if appropriate. Work with union representative to resolve labor relation issues. Investigates a variety of Human Resources related issues (e.g. EEOC, Wage and Hour, Harassment, ADA, Discrimination, employee disputes, etc.) for the purpose of ensuring that effective, legally compliant resolutions are arrived at in a timely manner and within Agency guidelines.

**HR Information Systems** Participates in the development and management of manual and computerized systems and enhancements to the current HRIS system and consults HR business partners for the development and maintenance of reports related to HR functions to leverage technology solutions to

meet the needs of HR and users of HR information systems throughout the Agency. Arrange data in spreadsheets to perform calculations, find percentages and determine ratios. Analyze and interpret statistics to provide overview of findings. Processes new employee payroll set up and inputs and maintains HRIS records.

**HR Compliance** Assist in development and implementation of personnel policies and procedures; make recommendations for and maintain employee handbooks. Perform routine audits to ensure compliance with State, Federal, and other governing regulations.

**Financial Management** Monitor HR budget and program expenditures costs to ensure budget is not exceeded; prepare and maintain budget reports to justify expenditures. Negotiate contracts with service providers of training for desired HR outcomes, fees, or expenses.

## **QUALIFICATIONS**

The following generally describes the knowledge, skills, and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

**Knowledge, Skills, and Abilities:** Required at this level includes demonstrated understanding and experience across multiple areas of HR (e.g. benefit administration, employee/labor relations, recruiting and staffing, HR best practices) and their application in a non-profit setting. Proficient with Human Resource Information Systems; experience with Paylocity is a plus. Working knowledge of group benefit plans. Excellent written and oral communication skills. Proficiency in application of relevant federal and state laws and regulations (e.g. FLSA, ADA, EEO, HIPAA, Section 125, ERISA)

Ability to prioritize, meet deadlines and process transactions accurately. Must be organized, flexible and able to multi-task to achieve objectives. Ability to communicate effectively in both verbal and written forms; demonstrated presentation/facilitation skills. Ability to work collaboratively and communicate effectively at all levels within the organization. Excellent analytical, problem-solving, planning, and project management skills; detail oriented. Strong time management skills and demonstrated ability to manage multiple deadlines. Ability to self-motivate, work in teams, and be flexible within a fast-paced and changing environment. Ability to handle confidential information in a professional manner. Proficient in MS Office products; solid knowledge of Word, Excel, and PowerPoint is required.

**Education and Experience** Requirements at this level Bachelor's degree in HR Management or related discipline required; Master's degree preferred. At least five (5) years in a professional HR Generalist or HR Business Partner role with work experience across all HR disciplines, including employment, benefits, compensation, employee and labor relations, and training and development. PHR/SPHR certification preferred. Experience working in a law firm or professional services industry preferred. Experience working



with a diverse workforce. Prior experience working with a non-profit organization is a plus. Labor union experience required.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and overhead projector; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen and ability to distinguish colors; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification frequently require bending, stooping, kneeling, reaching, pushing and pulling drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds with the use of proper equipment.

### **To Apply**

Send a cover letter, resume, and the names of two professional references: [resume@legalaidchicago.org](mailto:resume@legalaidchicago.org). Please type "Human Resources Manager" in the email subject line. ***This position will remain open until filled.***

***Legal Aid Chicago is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status. Applicants who have experiences with our client communities are encouraged to apply.***