



## POSITION DESCRIPTION

<b>Title: Human Resources/Risk Management Manager</b>	<b>Employment Status: At-Will</b>
<b>Department: Administration</b>	<b>FLSA Status: Full-time Exempt</b>
<b>Reports to: Executive Director/CEO</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 Resource/Risk Management Manager is responsible for the oversight of human resources and risk management including recruiting and supervising HR project volunteers as needed. Human Resources/Risk Management Manager 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.

### CORE RESPONSIBILITIES:

1. Human Resources: The Manager provides leadership and management support in recruiting, training, motivating, and retaining a diverse workforce that provides high quality service to PPHFH departments and employees through administration of staffing, employee compensation and benefits, employee training, including DEI, and the employee performance review process and office safety.
  - Staffing
    - Oversee recruitment and staffing initiatives, ensuring timely staffing fulfillment and statutory regulation compliance, Equal Employment Opportunity
    - Perform background checks, following up with management as needed
    - Establish and maintain HR records, reports, organization charts, and employee personnel records
    - Develop, implement, update, and administer employee personnel policies and procedures
    - Provide guidance and counsel regarding policy administration, including dispute resolution and positive discipline
    - Interact with personnel law attorney as needed to review handbook, personnel issues, position descriptions, and personnel law changes
    - Oversee employee termination process upon executive director’s authorization to terminate
    - Coordinate and conduct quarterly all-staff meetings, monthly business office & construction staff meetings, weekly business office huddle, as well as staff recognition and appreciation events
  - Compensation Administration
    - Perform job review, wage and compensation analysis as needed during recruitment process
    - Keep current on wage compensation information, participating in salary surveys and conducting research as needed
    - Review and update 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 semi-monthly
      - Process semimonthly payroll
      - Reconcile and remit 401(k) or other retirement program proceeds
      - Reconcile and remit garnishments

- Benefits Administration
  - Consult with benefit brokers, review and analyze existing benefits, compare to 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
    - Thrivent Financial education benefit for new employees
    - Flexible spending accounts
    - Health/Dental/Vision/Life insurance
    - Direct deposit
    - Community Giving deductions
    - Vacation/Sick leave and Holidays
    - Workers Compensation (includes W/C annual audit)
    - Use and licensing of organizational vehicles
- Employee Survey: Create/Conduct/Coordinate annual staff satisfaction survey
- Employee Training and Professional Development
  - Coordinate new employee orientation for all staff, AmeriCorps and interns; ordering of business cards and name badges, ordering of 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
  - Develop, coordinate and evaluate quality, applicability, accessibility for empowering employee professional development to include: personnel management for managers; trainings that create pathways for upward mobility for all employee, AmeriCorps, and intern orientations
  - Conduct position wage and benefit research and cost analysis as needed
  - 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 Management: This Manager oversees the organization's risk management regarding insurance coverage and claims prevention and mitigation as well as coordinates safety programs for the main business office.

- Insurance Management
  - Renew corporate insurance policies
    - Umbrella
    - Directors & Officers
    - General Liability
    - Mortgage Origination Errors & Omission
    - Mortgage Origination Bonding
    - Workers' Compensation
    - Automobile
  - File claims reports
  - Maintain related records and respond to related requests
  - Claims Prevention
  - Claims Mitigation

- Federal, State and HFHI Policy and Procedures Oversight
  - Participate in local and statewide HR roundtables, seminars and webinars and HfH 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)
- Office Safety Coordinator
  - Oversee Safety Coordinators on construction and ReStore sites
  - Act as designated Office Safety Coordinator
  - Coordinate quarterly safety meetings with Chief Program Officer
  - Provide training to office staff on proper safety techniques and oversee First Aid and CPR trainings and keeping kits updated across the organization
  - Report monitoring and submission of related safety and/or insurance reports
  - Provide administrative support for the construction department as related to safety issues
  - Annual review safety manual and update practices as needed by legal and best practice requirements

**KNOWLEDGE, SKILLS, ABILITIES:**

- 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 facilitating mediations, investigations and group professional trainings
- Excellent written, verbal, and interpersonal communication skills
- Strong organizational, administrative skills and attention to detail
- Strategic thinking, results orientation, negotiation, and business acumen
- 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 in word processing and spreadsheets, Microsoft Office Professional including MS Word, MS Excel and Outlook, Power Point, databases, 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

Required

- 5+ years' experience in human resources, benefit administration, and office management in a diversified organization of 40+ employees
- 3 years' experience with negotiating, reviewing, and maintaining company insurance policies
- Proficient in Microsoft Office, including Word, Publisher, Excel, and PowerPoint
- Valid driver's license and proof of insurance
- Must pass a state and national background check
- Exceptional attention to detail and maintaining confidentiality

**ACCOUNTABILITY:**

- The HR Risk Management Manager 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
  - Be accountable to the executive director/CEO
- 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. The position will be based at the affiliate's business office in Colorado Springs, CO USA, with the expectation that the employee will reside in and commute from El Paso, Douglas, Pueblo or Teller County, 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 exempt according to guidelines of the Fair Labor Standards Act and, as such, an individual in this position is not 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 \$55,000 to \$78,000, 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 will be available January 1, 2024, through the Colorado FAMILI program.

**APPLICATION TIMELINE & INSTRUCTIONS:**

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

- Online application window opens June 16, 2023
- 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](#)