

Legal Assistance of Western New York, Inc. ®



We provide free legal aid to people with civil legal problems in western New York.

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Human Resources Administrator

POSITION ANNOUNCEMENT (JULY 2019)

HUMAN RESOURCES ADMINISTRATOR (ROCHESTER, NY)

Legal Assistance of Western New York, Inc. (LawNY) has an immediate opening for a Human Resources (HR) Administrator at our business office located in downtown Rochester. LawNY is funded in part by the Legal Services Corporation and provides free civil legal services to low-income families and individuals through seven field offices that serve low-income New Yorkers in 14 counties. LawNY provides services related to the essentials of life - income, housing, health, education and family. Our 150 member staff includes attorneys, paralegals, AmeriCorps members and an administrative team who work closely across areas of specialization to bring a holistic approach to addressing law related issues affecting our clients and community.

The HR Administrator has primary responsibility for human resource compliance and administration. The HR Administrator supports the relationship between our employees and our organization to help meet the needs of both. The HR Administrator reports to the co-deputy director of operations, but also works directly with the chief finance officer and others in the regional business office on issues pertaining to their duties. This position requires demonstrated ability to address issues in a timely manner; the maintenance of strict confidence regarding highly sensitive matters; the ability to meet deadlines and to take initiative in the development and completion of projects, the appreciation for diverse cultures and communities; the ability to quickly adapt and prioritize multiple demands on time, and a commitment to the principle of equal justice and advocacy for low-income persons.

Primary Job Duties:

- Maintains current knowledge of all aspects of human resource management. Keeps management advised of changes in legal requirements pertaining to human resource management. Oversees compliance with postings required by federal and state laws, ensuring distribution of required postings with instructions for proper display.
- Coordinates the annual performance evaluation process by tracking the completion of evaluations and sending reminders to supervisors of upcoming evaluations and end of probationary periods. Ensures that confidential personnel records are maintained for each employee in compliance with all state and federal laws and LawNY policy.
- Coordinates the recruiting, hiring and screening process for staff positions. Performs exit interviews.
- Administers benefits programs for LawNY employees, including annual open enrollment, health, dental and life insurance, long and short term disability, flexible spending and health savings accounts and COBRA. Oversees employee benefit onboarding process to ensure consistency across the organization. Manages ongoing benefits enrollments, changes and terminations, processing forms as needed. Responds to employee inquiries about benefits. Serves as the point of contact for workers' compensation and disability insurance claims.
- Serves as the point of contact for program staff regarding issues related to employee relations with co-workers or management.

Requirements: Degree or certification in human resource management or a related field and five years of work experience with comparable responsibilities. Knowledge of local, state and federal employment-related laws and regulations. Advanced computer skills, excellent organizational skills and ability to work both independently and as a part of a team. Applicants must be able to work with frequent interruptions and work on multiple projects simultaneously. Applicants must be detail-oriented and be able to work both independently and as part of a team.

Salary: Salary is dependent on experience. The salary for a full-time Administrator who is credited with ten years of experience is \$43,795. The salary will increase annually based upon LawNY®'s salary scale. LawNY® provides an excellent health insurance, disability and employee benefits package.

Applications: Anyone interested in applying should send a cover letter describing their interest and qualifications, a resume, a writing sample and three references by July 29, 2019 to ensure full consideration. Applications should be sent to the attention of **Kate Woods, Deputy Director** at: lawnyapplications@lawny.org

Legal Assistance of Western New York, Inc. ® (LawNY) is an equal opportunity employer. LawNY encourages applications from diverse candidates. LawNY welcomes applications regardless of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, disability, genetic information or any other consideration protected by law. This position is considered non-exempt pursuant to the Fair Labor Standards Act.

Printed:September 16, 2019

<http://www.lawny.org/node/292/human-resources-administrator>

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