

Human Resources Administrator

Essential Functions

Vermont Legal Aid's HR Administrator is part of a small, dynamic administrative team providing management services to two related public interest law firms, Vermont Legal Aid (VLA) and Legal Services Vermont (LSV). The HR Administrator handles and manages all aspects of payroll, health and other benefits, maintains personnel records and other HR documents, oversees compliance with FMLA and other labor laws, and addresses employee relations and performance issues with appropriate oversight from the Deputy Director and Executive Director. The HR Administrator supports our employees while ensuring compliance with each agency's personnel policies and state and federal law.

Responsibilities:

- Ensure that all personnel policies and human resources practices are administered appropriately and consistently and that VLA is in compliance with all relevant laws. Maintain awareness of upcoming changes in state and federal regulations affecting human resources and prepare VLA for anticipated changes.
- Investigate employee complaints and grievances. Address performance measures and concerns, in collaboration with the Executive Director and Deputy Director.
- Process bi-monthly payroll; process all payroll changes as related to step increases, COLAs, Open Enrollment, employee requests, etc.; prepare records for payroll processor to ensure accurate annual reporting for W2s, etc.; maintain payroll workbook and update it for changes in employee status, wages, benefits.
- Administer café and 401(k) benefits plans, including onboarding/terminations, plan documents, notice distribution, and relevant testing and filings.
- Administer additional benefits, such as paid time off and family and medical leave.
- Consult with benefits broker on employee benefit plan design, analyze options, and make recommendations for changes.
- Oversee wage and data reporting, such as ACA and federal labor reports, 401(k) census, worker compensation, LTD, and other required audits and reports.
- Maintain knowledge of human resources trends and employment legislation and develop new approaches, policies, and procedures to effect continual improvements in efficiency and effectiveness of HR practices.

- Collaborate with the Accounting Assistant and HR Assistant on HR-related tasks including timesheet validation, Sick & Vacation benefits, payroll and 401(k) schedules, and other benefits-related responsibilities.
- Participate in bargaining of Collective Bargaining Agreements with staff union.
- Contribute to efforts to make VLA a welcoming, affirming place to work for people of color.
- Carry out any of the above responsibilities for Legal Services Vermont.
- Other duties as assigned by the VLA or LSV Executive Director.

Qualifications:

- Bachelor's degree in Human Resources or related field, or equivalent work experience.
- HR Certification (SHRM-CP, PHR, or higher) preferred.
- At least 5 years of experience working in Human Resources at a level involving policy development and implementation.
- Demonstrated analytical, problem solving, financial, and project management expertise.
- Proficiency with Microsoft Word and Excel; familiarity with HRIS and other relevant software.
- Experience with payroll, including non-standard payroll processing
- Ability to work collaboratively with a team. Flexible within a fast-paced and changing environment.
- High level of initiative, ability to plan, and organization.
- High ethical standards, exhibiting confidentiality, honesty and integrity.
- Commitment to transparency, clear and open communication; excellent written and verbal communication skills.
- Skill in maintaining impartiality and objectivity and cultivating trust in relationships with all employees, including a recognition that one's "objectivity" may be influenced by one's race, social class, disability status, gender, and other factors.
- Experience or commitment to working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.