

Staff Position Description

Title: HR Senior Generalist

Starting Salary Range: The starting salary range for this position will be in the 74,300-76,529 range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

Location: Fully remote eligible within the contiguous United States.

Status: Full-Time, Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off

Reports to: Director of People Management

Posting Period: Please apply before June 1st, 2024

Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

Position Summary:

The HR Senior Generalist will manage multiple areas of HR complexity, including policy and procedures, training staff on new and existing processes, and monitoring legal compliance in all 50 states. The Generalist will collaborate with Program staff and other Support staff to ensure policies are understood and upheld across the organization. The Generalist will provide learning opportunities to staff for all established standards. The Generalist will establish compliance auditing to safeguard the organization across multiple levels of legislation; federal, state, and AmeriCorps.

Outcomes & Functions of Position:

Human Resource Services:

- Maintains complete employee personnel records in database, completes and/or approves personnel changes.
- Collect personnel policy suggestions throughout the year and assist with implementation of changes to future policy manuals.
- Create all regular staff offer letters and assist with onboarding of all new employees. Update offer letter templates to comply with all legal requirements as needed.
- Support hiring staff with New Employee integration into Conservation Legacy and organizational culture.
- Support the administration of compensation and benefit programs.
- Compile relevant data for end of quarter and annual audits; 403b plan, Worker's Comp, and federal financial audits.
- Prepare taxation documents, end of year notices, KPIs, and surveys.
- Aggregate data and deliver to an audience.
- May supervise regular HR staff positions.

- Provide Human Resource Support across the organization to all programs and position types.

Training and Development:

- Develop and manage LMS system, develop training content for staff trainings on best practices and new policies and procedures.
- Assist in the coaching and development of current supervisors to support quality performance evaluation practices and SMART goal setting
- Develop communication tools to ensure program staff and support staff are provided regular updates on new and updated legislation.
- Collects and analyzes comparative market data on current HR practices in the market.
- Create organizational guidelines for HR procedures around current and new policy.
- Become proficient in the use of Sharepoint, our internal website.

Labor Law and Compliance

- Monitor federal and state legislation for changes and ensure compliance with FLSA, ADA, FMLA, DOL
- Ensures compliance with all applicable labor laws and regulations.
- Remain knowledgeable of established and changing AmeriCorps policies.
- Affirmative action and equal employment opportunity compliance
- Manage employee thresholds for state law compliance in all 50 states and 5 territories.
- Create and manage document library to support legal compliance for youth requirements, state legislation, compensation requirements, paid leaves, etc.

Other Administration Support Duties

- Punctual Response time to Staff requests.
- Communicate regularly across the organization to determine the effectiveness and understanding of pertinent information and action steps.
- Participate in Support Staff meetings and other program staff meetings to facilitate trust across the organization.
- Visit Program offices in person or virtually to engage with nation-wide staff, learn about their challenges and successes.
- Contribute to DEI initiatives to enhance Conservation Legacy's mission of becoming a more Diverse, Equitable, and Inclusive workplace.

Organizational Advocacy

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

Other "Hats" You May Wear: Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

Qualifications:

- 5+ years of related experience in Human Resource management and legal compliance.
- Bachelor's degree or additional 5 years of HR experience.
- Administrative proficiency in data base management, annual audits, policy writing.
- Proficient knowledge of federal and state regulation including FLSA, FMLA, ADA, and state paid leave programs.
- Ability to work across multiple areas of HR complexity, including the development of training content, LMS system management, employee relations, performance evaluations.
- Comfortable facilitating trainings and informative sessions with staff.
- Organized, Compassionate, Creative, Results-driven, Detail oriented, and a good communicator.
- Computer literate in Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Ability to successfully work in a fluid, changing work environment.

Other Competencies Desired for this Position's Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

To Apply:

1. Send Cover letter and resume to Alyssa Murray at alyssa@conservationlegacy.org
2. Cover Letter Must Include:

Subject line includes "Applicant_(Your Name)".

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual

orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.