

Staff Position Description

Title: Human Resources Information System (HRIS) Manager

Starting Salary Range: The starting salary range for this position will be in the \$61,400 to \$63,242 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 only.

Status: Full-Time, Exempt

Benefit Eligible: Health, Vision, Dental, Short-Term Disability, Long-Term Disability, Supplemental Benefits including Pet Insurance, Basic Life, Retirement, Supplemental Life, Paid Time Off and Holidays.

Reports to: Senior Vice President of Human Resources

Posting Period: Please apply before August 9, 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 Human Resources Information System (HRIS) Manager is responsible for managing Conservation Legacy's HR technology systems. This includes ensuring the efficiency and accuracy of HR data, optimizing HR systems and processes, and supporting the HR team with technology-related inquiries. A current implementation of UKG is underway and would be the primary system of record for Human Resources.

Outcomes & Functions of Position:

Human Resources Information Systems Management and Process Improvement

- Oversee the daily operation of Human Resources Information Systems.
- Serve as a backup to process employee data, including leaves, wages, and working hours.
- Enroll new hires and enter information such as contact details and job titles.
- Assist with benefit enrollments.
- Collect necessary data for reporting to various departments and leadership.
- Design manuals and document data processing procedures.
- Collaborate with IT staff for regular tests and upgrades to the HRIS.
- Ensure compliance with data protection regulations.
- Research vendors and implement new integrations as needed.

Systems Implementation and Support

- Assist in the implementation of a new HRIS (UKG) for Conservation Legacy.
- Maintain data integrations and interfaces with benefit vendors.
- Provide ongoing support for various business units throughout the organization by providing hands-on development of reports on an as needed basis.
- Generate ad-hoc reports for Human Resources (e.g., turnover, hiring costs, benefits).
- Configure/Reconfigure HRIS modules as necessary and troubleshoot issues.
- Lead training sessions for current and new HRIS systems.

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:

- BS in Human Resources Management or Information Systems/Information Technology/Computer Science Degree or other related degree. Four years’ additional work experience in lieu of BS degree.
- Four years’ work experience as an HRIS Manager or in a similar role.
- Knowledge of labor legislation.
- Understanding of data protection regulations.
- Hands-on experience with HR database administration.
- Familiarity with payroll systems and Applicant Tracking Systems (ATS).
- Analytical skills.
- Understanding of operating systems, networks, databases, and other technology.
- Three years training and facilitation skills.
- Ability to operate 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.

Updated Month/Year

Staff Name

- 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 Vanessa Morrison at vmorrison@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.