

HUMAN RESOURCES MANAGER POSITION AVAILABLE Middletown, Connecticut

Connecticut Legal Services, Inc. (CLS) seeks to hire a full-time Human Resources Manager based in its Middletown, CT office.

THE HR MANAGER ROLE AND RESPONSIBILITIES

CLS' Human Resources Manager (HRM) is responsible for all of CLS' human resources management functions, and has other diverse responsibilities that directly support CLS' administrative and financial functions.

The HRM will be responsible for:

- Ensuring CLS' compliance with all federal and state laws relating to benefits management, payroll, employment, and general human resource requirements
- Leading CLS' recruitment, hiring, and onboarding efforts
- Maintaining, organizing, and updating all employee files, job descriptions, and records
- Administering all aspects of CLS' healthcare and other benefits
- Supporting all of CLS' payroll functions
- Updating, maintaining, and proposing new CLS personnel policies, procedures, and practices as appropriate
- Working on special projects and CLS DEI initiatives as needed
- Administering and ensuring compliance with the collective bargaining agreement and supporting CLS Management in the collective bargaining process
- Handling and/or counseling managers and supervisors on addressing employee relations issues such as performance management, employee investigations, and disciplinary matters
- Performing additional tasks needed to support the office's and program's administrative and finance functions.

QUALIFICATIONS:

- Master's Degree in Human Resources Management or a related field strongly recommended
- At least five years of HR Generalist experience or commensurate experience, including experience with federal and state laws related to employment and employee benefits (including FMLA, STD, CT Paid Leave, etc.)
- Experience with payroll administration and benefits management

- Excellent communication, inter-personal, organization, detail orientation, prioritization, and problem-solving skills
- Experience with implementing diversity, equity, and inclusion initiatives
- Demonstrated strengths as a self-starter, team player, and possess the ability to work independently and with integrity and professionalism
- Discretion and understanding of the confidential nature of our work
- The ability to work efficiently and effectively in a fast-paced environment.

START DATE: As soon as possible

COMPENSATION: Salary depends on experience; excellent vacation/leave, health, and other benefits. Salary range: \$80,000-\$95,000 annually.

APPLICATION: Applicants should send a cover letter, resume, and the names and contact information of three references to **applications@ctlegal.org**. CLS invites all applicants to include in their cover letter a statement about how their unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

ORGANIZATION DESCRIPTION: CLS is Connecticut's largest non-profit law firm, providing free legal help to low-income people in areas including housing, consumer, elder, family law, public benefits, education, immigration, employment, and disability. With a staff of almost 70 in seven offices across Connecticut, CLS fights for equal justice and improved life opportunities for more than 12,000 people every year.

Connecticut Legal Services is an equal opportunity employer, including people with disabilities and veterans, and proudly values diversity. Candidates of all backgrounds are encouraged to apply.