



Human Resources Specialist

We are looking for a Human Resources Specialist (HR Specialist) to support the mission of CASA of Travis County to help ensure that CASA is a top-choice employer in the nonprofit sector of Austin.

CASA of Travis County believes every child who's experienced abuse or neglect deserves to have a dedicated advocate speaking up for their best interest in court, at school, and in our community. To accomplish this, the team at CASA educates and empowers community volunteers who ensure each child's needs remain a priority in an overburdened child welfare system. Through honorable and respectful involvement with families, courts and all parties, CASA makes independent and educated recommendations that prioritize children's safety and, wherever possible, preserve connections to their families.

As the HR Specialist, you will serve as a member of CASA's administrative team and act in accordance with CASA's internal operating principles. The HR Specialist participates in execution of CASA's strategic priorities and essential functions in the following areas: hiring and retention, payroll and performance evaluation. In addition, the HR Specialist will have responsibilities for certain projects managed in support of the organization's goals and will assist the Director of Human Resources and Operations in implementation of certain strategic initiatives.

The HR Specialist is a critical role to move CASA of Travis County towards meeting our vision of quality advocacy, a safe home and a promising future for every child in Travis County.

Use the following link to apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=118436&clientkey=6134204B6AAD5458C5AEA1BC7AA3A526>

Responsibilities

1. *Recruitment and Hiring*

- Champions recruitment, hiring, and onboarding as key components of a successful Human Resources program.
- Coordinates applicant vetting process with a priority on child safety practices; and ensuring that all candidates interacting with CASA have a positive experience.
- Improves organization's capacity to attract and retain excellent candidates, especially emphasizing child safety, benefits and culture.
- Trains hiring managers around hiring and onboarding standards and use of the applicant tracking system.
- Arranges interviews by identifying interview participants, coordinating schedules, and ensuring all participants have the resources needed for a successful interview.
- Efficient and effective use of budget related to recruiting, hiring and onboarding.
- Champions child safety practices, insuring applicants are screened appropriately and trained in abuse prevention. Prioritizes child safety in all aspects of human resources and operations.

2. *Payroll and Performance*

- Ensures timely and accurate payroll through external payroll provider and ensures accurate and timely reporting in compliance with any and all requirements.
- Administers annual performance evaluation process, including working with supervisors to develop year-round culture of feedback.

Seniority Level

Entry Level

Employment Type

Full-Time

Reports To

Director of Human Resources & Operations

Salary Range

\$50,000 – \$53,000

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

3. *Benefits Management*

- Champions CASA's benefits program as a key piece of staff recruitment and engagement, reflective of CASA's culture and operational values.
- Identifies benefit options by understanding employee requirements, studying programs; obtaining advice from consultants; and soliciting bids as appropriate to meet procurement standards and steward organizational investment.
- Supports management's decision-making by analyzing benefit options and modeling future costs.
- Communicates benefits and related information to staff, including ongoing training; and counseling employees on benefits options and resources.
- Monitors the benefits operational budgets; scheduling expenditures; analyzing variances; initiating corrective actions.
- Maintains effective communication with employee benefits broker.

4. *Other duties as assigned.*

Qualifications

- Bachelor's degree and/or 4 years of directly related experience.
- Advanced computer skills and high degree of proficiency in Microsoft Suite products.
- Excellent communication skills, both oral and written.
- Demonstrated ability to juggle multiple projects with attention to detail and accuracy while adhering to deadlines in a fast-paced environment.
- Demonstrated ability to exercise good judgment and discretion; strong ethical character capable of handling confidential and financial information.
- Commitment to CASA's mission, vision, values and operating principles.
- Ability to work collaboratively, flexibly and positively with other CASA of Travis County staff members, board members and volunteers.

Preferred Qualifications

- Strong human resource skills and ability to perform a wide range of duties.
- Demonstrated experience with human resources and payroll.
- Knowledge of nonprofit grants management.

Physical Requirements and Work Environment

The HR Specialist will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Additionally, it is anticipated that the person may spend several hours of each day seated at a PC. Because CASA is a dynamic and changing organization, responsibilities and duties included in this job description are subject to modification as the needs of the organization change.