



Human Resources Generalist

We are looking for a Human Resources Generalist (HR Generalist) 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 Generalist, you will serve as a member of CASA's administrative team and act in accordance with CASA's internal operating principles. The HR Generalist 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 Generalist 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 Generalist is a critical role in moving CASA of Travis County towards meeting our vision of quality advocacy, a safe home and a promising future for every child in Travis County.

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<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=129543&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.
- Prioritizes child safety in all aspects of human resources and operations.
- Consistent with organization's objectives and budget, together with broad management team, establishes recruiting and hiring goals regarding timelines, throughput and end goals.
- Builds applicant recruitment and referral sources by researching and contacting possible recruitment resources such as community services, colleges, employment agencies, media, and internet sites. As needed, provides organizational information, makes presentations and maintains rapport.
- Researches, recommends and executes systems and process improvements related to applicant tracking, benefits management, payroll and associated HR functions.
- Coordinates and conducts required background checks (in compliance with CASA's policies as well as with Texas and National CASA standards) of potential candidates.

Seniority Level

Entry Level

Employment Type

Full-Time

Reports To

Director of Human Resources & Operations

Salary Range

\$50,000 – \$53,000

- Ensures smooth transition from application and interviewing to onboarding, including working with hiring managers on timing of on-boarding and orientation schedule.
 - Maintains accuracy and security of employee records, including ensuring background checks and required insurance documentation are current for all staff.
 - Conducts new employee orientation, including introduction to CASA and review of benefits materials.
 - Conducts offboarding activities for former employees , including unsubscribing to background check sites.
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.

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.
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3. Benefits

- 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.
- Communicates benefits and related information to staff, including ongoing training; and counseling employees on benefits options and resources.
- Maintains effective communication with employee benefits broker and management team.
- Conducts orientation sessions for new staff, briefing new employees on their various benefits, responding to inquiries, providing benefit plan materials and information, and seeing that all plan information documents are completed.
- Maintains benefit records by developing recordkeeping systems; initiating new-hire benefits; recording changes.
- Prepares and distributes individual plan information memos and brochures as plans are revised; and serves as principal liaison with carrier representatives on claims, premium rate changes and exploring additional coverages.
- Reconciles benefits accounts monthly for review and payment.
- Prepares special reports as needed by internal and external stakeholders by collecting, analyzing, and summarizing information and trends.
- Administers the organization's leave program consisting of annual, sick and other leave categories by maintaining accurate leave records and balances for each employee, responding to inquiries and interpreting policy.

4. Other Duties

- Ensures compliance with federal, state, and local legal requirements by studying existing and new legislation; advising management on needed actions. Includes compliance with requirements for workers compensation, payroll taxes, retirement plan compliance, PCORI, and unemployment benefits.
- Together with the Director of Human Resources and Operations, maintain compliance with grant and contract requirements as well as annual audit requirements.
- As requested, assists in preparation for annual independent audit and/or periodic monitoring visits by grantors.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- 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 information software and payroll software such as Paycom.

Physical Requirements and Work Environment

The HR Generalist 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.

CASA of Travis County will not employ anyone who has ever been charged with a felony or misdemeanor involving a sex offense, violent act, child abuse or neglect, or related acts that would pose risks to children. Additionally, CASA will comply with requirements of Texas CASA, National CASA, the Office of the Texas Attorney General or other legal requirements in determining whether an applicant's background check is satisfactory for employment.