

UNION SETTLEMENT

Job Announcement

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: **Human Resources Information Systems (HRIS) Manager**

Department: Human Resources

Reports to: Director of Human Resources

Hours: Full-time

FLSA: Exempt

Position Summary:

The Human Resources Information Systems (HRIS) Manager will support initiatives aimed at ensuring quality, consistency, and integrity of HR data across all systems, as well as efficient execution of workflows and related business processes. The HRIS Manager provides oversight to the human resources department carrying out responsibilities in some or all of the following functional areas: human resources information systems, benefits, wellness, organizational development, and administration. They will provide HR leadership within both union and non-union environments to a client team that includes operations leaders, senior services, youth services and mental health professionals. S/he serves as a key representative of the department providing customer-interface and serving as a resource to employees and partners at all levels.

Responsibilities:

- Provides first-class customer-service; serves as the administrative liaison and resource with candidates, employees, organizations, partnering agencies and benefit providers.
- Establishes functional documentation and standard operating procedures; ensures data security and integrity through ongoing audits, analysis, and metrics.
- Processes employee lifecycle transactions (new hires, status changes, separations) through HRIS ensuring accuracy, timeliness and compliance with applicable policies and procedures; proactively advises HR Leadership of any process, data or system concerns.
- Systematically improves workflow processes; works closely with IT and our HRIS vendor(s) to support upgrades, enhancements, testing, and the roll out of new modules based on regulatory or business needs.
- Oversees new employee orientation and onboarding; ensures the collaboration of departments to assist in this process.
- Provides Director of Human Resources admin and coordination support to include scheduling, client/departmental interface, correspondence, and document/report generation.

- Works with managers to ensure timely completion of all new hire paperwork, job requisition forms and other paperwork related to new hires.
- Coordinates new hire onboarding and orientation process including preparation of new hire materials, orientation schedules, and presentation delivery.
- Collects and maintains FT and PT human resources files in accordance with legal requirements, company policies and procedures.
- Manages procurement, business cards, and invoicing ensuring accuracy as needed.
- Administers employee benefits (union and non-union), and responds to provider/employee queries (medical, dental, vision, FSA, 403B, and leaves - FMLA, PFL, disability, workers' compensation, etc.); ensures adherence to timeline requirements and resolves issues.
- Complies with all existing labor, legal and government reporting requirements.
- Serves as back-up for other HR and payroll functions if necessary.
- Assists with coordination and execution of company-wide special events and HR initiatives.
- Participates on committees, perform special projects, and other duties based on organizational needs.

Qualifications:

- Minimum of a Bachelor's degree with specialization in Human Resources, Business Management or related field; equivalent combination of experience and education may be considered with extensive specialized experience.
- Minimum of (6) years of progressive HR experience, preferably in a generalist capacity; Human Resources Certification (PHR, SHRM-CP or higher) or interest is a plus.
- Excellent managerial, supervisory, and leadership skills.
- Demonstrated critical thought process and systems thinking analysis, problem solving, planning and decision-making skills.
- Proven influencer; demonstrated ability to coach and counsel both employees and leadership.
- Knowledge of HR generalist, payroll, human resources law and practices, and employee benefit programs.
- Advanced knowledge of various computer applications (word processing, spreadsheets, database, presentation software, ATS/HRIS – ADP Workforce Now).
- Excellent interpersonal and communication skills, strong customer-service orientation, approachable, and ability to earn trust and credibility.

To Apply:

Please send cover letter, resume and salary requirements to:

humanresourcescareers@unionsettlement.org . Please indicate **HRIS Manager** in subject of e-mail.

Submissions without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER