



Background

North Penn Legal Services (NPLS) is the regional civil legal services provider in Northeast Pennsylvania. We are a Pennsylvania non-profit organization with a mission to provide professional legal representation, advocacy, and community legal education to low-income individuals and families.

NPLS maintains staff, totaling 90, in nine offices across twenty counties, and provides outreach to all counties. We are recruiting to fill the position of Human Resources Manager.

The Human Resources Manager will join a nine-member administrative team and will work closely with the Executive Director, the CFO and the Payroll and Benefits coordinator. Ideally the position will be located in the NPLS corporate office in Pittston where most administrative team members are situated.

NPLS is an equal opportunity employer. We offer frequent opportunities for professional growth and development through local, state, and national trainings as well as collaboration with program and statewide law groups.

Recruiting to fill Position of Human Resources Manager

The salary will be commensurate with relevant experience. The expected range is \$65,000 to \$80,000 depending on experience. We offer an excellent benefits package that includes health and dental insurance, a 401(k) plan and generous paid leave and time off for holidays. Employees may qualify for and choose to elect compensation in lieu of some of these benefits. Additionally, employees may qualify for Public Service Loan Forgiveness. Contact HR for details 570.320.8712.

Position Responsibilities:

This is a full-time HR generalist position with responsibilities in most areas of human resources.

Recruiting and Staffing.

Responsible for the recruitment and selection of staff for both exempt and nonexempt positions utilizing internal and external sources.

Compensation and Benefits.

Develops and administers benefit plans covering group life, medical coverage, retirement 401k

programs.

Manages the administration of all compensation programs.

Human Resources Compliance.

Serves as the resource person for development of HR policies and procedures and ensures the consistent interpretation and application of these policies.

Develops, modifies, and maintains NPLS handbook; works with board personnel committee, union and Executive Director when revisions are required.

Ensures legal compliance with various governmental laws and regulations.

Provides appropriate communications and promotes employee understanding of programs, policies and objectives.

Manages and develops record keeping policy. Maintains all personnel records.

Develops and maintains updated job descriptions for all staff.

Supports the diversity, equity, inclusion and belonging initiatives at NPLS.

Training and Development.

Conducts training and educational programs in connection with staff development and employee orientation.

Performance Management.

Manages the performance evaluation system to insure timely evaluations for all staff.

Workplace Safety and Health Issues.

Ensures program compliance and helps develop program procedures that benefit the health and safety of staff.

Knowledge, Skills and Abilities:

- Proficient in the use of program technology in HR applications.
- Proficient with HRIS software, especially Paylocity HRIS.
- Proficient with Outlook, Word, and Email.
- Ability to provide staff training.
- Ability to work independently and exercise good judgment.
- Ability to establish and maintain effective working relations with others.

- Ability to communicate effectively orally and in writing.
- Ability to organize and prioritize workload.

Minimum Qualifications:

A baccalaureate degree preferably in human resources, administration or management and/or three to five years of HR experience. Professional certification in human resources (PHR, SPHR, SHRM-CP, or SHRM-SCP) preferred.

Working Conditions:

Works in an office; sitting position while performing office tasks and while driving to tasks in the field; occasional stooping, bending, and lifting.

Additional Considerations:

North Penn values a diverse work environment and strongly encourages women, people of color, people who identify as LGBTQ, people with disabilities, people who have experienced poverty or homelessness and people who have had prior contact with the juvenile, criminal, or child welfare systems to apply.

Except as required by Sections 1006(b)(6) and 1007(a)(8) of the Legal Services Corporation Act, and Part 1616 of the Corporation Regulations, when any position for employment is available, North Penn Legal Services will seek qualified applicants without regard to color, sex, race, religion, disability, age, national origin, sexual orientation, gender identification, veteran's status or any other consideration prohibited by law and will actively recruit diverse candidates for employment.

What to Include in your application:

Please reply to resumes@northpennlegal.org. When responding, please include a statement about your experience in human resources and how you will contribute to the administrative team at NPLS. Applications with a cover letter as well as a resume will be given preference and will be reviewed until position filled.

Reference: HRManagerJune2024

Go to [Careers : Who We Are : North Penn Legal Services \(nplspa.org\)](https://www.nplspa.org)