Job Title: Human Resources Administrator  
FLSA Status: Exempt, Full time
Department: Finance & Administration  
Prepared Date: July 2022
Reports To: Executive Director  
Hiring Range: $55,000 - $60,000

HSDC HR Administrator Job listing in ASL: [https://youtu.be/mWs6Eesm5n0](https://youtu.be/mWs6Eesm5n0)

HSDC Hiring Commitment

HSDC is committed to a policy of equal employment opportunity; treats all employees and applicants equally without regard to race, color, creed, religion, sex, sexual orientation, gender identity, age, national origin, citizenship, veteran or marital status, sensory, physical or mental disability and all other groups protected by law; and promotes diversity in its workforce.

HSDC seeks to recruit, hire, promote, and retain a diverse workforce. Diversity in our staff is vital to high quality services and client/community connection. We are committed to eliminating barriers to access and equity; cultivating a diverse workforce is an essential step toward this goal.

Job Summary

HSDC is a social and human services organization that provides five areas of programming: Education (0-5 yrs old), Sign Language Interpreting, Deaf and Hard of Hearing Advocacy, and a Clinic (Audiology, Speech & Language Therapy). We are a ~$4.5M operating budget with less than 50 employees. We are seeking a human resources administrator that facilitates tactical areas of HR: recruitment (job postings), benefits (open enrollment), and leave (short-term and long-term disability including family leave); process claims, disputes and investigations (Labor & Industries L&I; WA Unemployment, PMFL); maintains confidential personnel e-files. Maintains up to date knowledge of Federal, State and Local HR regulations.

This position requires ability to implement and administer established human resources policies and procedures and be the first point of contact for HR-related queries from employees and external partners. This position does not have supervisory duties; works closely with Directors and HR consultant.

Essential Duties and Responsibilities

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety, anti-harassment, and HIPAA trainings, professional licensure, and aptitude exams/certifications.
- Recruits, screens for interview, and facilitates the hiring of qualified job applicants for open positions; collaborates with program directors to understand skills and competencies required.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire onboarding and employee recognition programs.
• Performs tasks required to administer and execute human resource programs as designated by the HSDC Equity Leadership Team.
• Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff when needed.
• Attends and participates (as necessary) in employee disciplinary meetings, terminations, and investigation.
• Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
• Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
• Coordinates benefit renewal with HSDC designated broker for annual open enrollment
• Performs other duties as agreed upon with Executive Director.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

• High level of patience, flexibility and consistent growth mindset
• Willing to assist all Departments when needed in a timely manner
• Friendly and adapt to all levels to meet community need from public, clients, & staff that are representative of the community we serve
• HR generalist experience, PHR, SHRM-CP or HR degree in BS/AS
• Bilingual ASL/English
• Strong knowledge of local, state and federal HR laws including leave laws
• Positive personality who is a people person and loves to inspire
• Supports the mission, values, and goals of the nonprofit
• Loves Teamwork, communication and multi-tasking

Essential Physical Skills

This position requires the ability to read and use English in written communication, use a voice/video phone, operate common office equipment, operate copy machine, and use computer keyboard at moderate pace.

Environmental Conditions

Generally, in an open office environment with occasional visits to external environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. This is a hybrid position requiring two days per week onsite in the state of Washington.

To Apply:

1) Visit Indeed.com to apply for the Human Resources Administrator Position
   OR

2) Email humanresources@hsdc.org to send resume and cover letter (which can be in written form or ASL video ~3min long) that specifically addresses how you are suited to undertake the main tasks of this position and possess the qualifications outlined above.