



COMMUNITY PARTNERS IN ACTION

JOB TITLE: Human Resources Administrator
POSTING PERIOD: July 23, 2019 – August 13, 2019
LOCATION: Hartford, CT

Human Resources Administrator:

The ideal candidate will possess strong organizational skills, proficiency in multi-tasking, the flexibility to effectively balance planned and unplanned tasks in a timely and professional manner, and the willingness to do whatever is necessary to consistently achieve quality results. The individual needs to be responsive to colleagues and staff, perform well under stress, manage competing priorities with patience, tact and diplomacy, and appropriately determine when independent judgment, decision making and initiative should be exercised. Attention to detail, accuracy and logical thinking is critical.

POSITION REQUIREMENTS:

- Associate or Bachelor degree preferred, with at least three (3) years' experience working with a Human Resource Information System (HRIS), including time and attendance.
- Experience with payroll processing is desirable. Must be willing to participate in payroll processing training and serve as the payroll lead when needed.
- Experience managing Short and Long Term Disability, Family Medical Leave and Workers Compensation claims.
- Experience conducting pre-employment screenings and new hire orientation is desirable.
- Experience consulting with staff and management on policies and procedures.
- Excellent organization, time management, communication (written, verbal, listening) and interpersonal skills.
- Experience with Microsoft Office: Outlook, Word, Excel, PowerPoint.
- Experience with Paylocity desirable.
- Bilingual skills desirable (Spanish/English).

RESPONSIBILITIES:

- Manage and maintain all employee data from new hire through termination in the HRIS system and agency files.
- Manage employee information requests and questions, e.g., benefits, time off, systems access, etc.
- Collaborate with the Payroll Administrator on processing bi-weekly payroll including changes and corrections. As needed, serve as the lead for processing payroll.
- Manage all Short and Long Term Disability, FML and Workers Compensation claims including communication with employees, providers and vendors.

- Manage and coordinate the job offer and new hire process including pre-employment screening, candidate communications and orientation.
- Support the annual benefit open enrollment process including employee benefit selection and HRIS update.
- Manage the ongoing benefit enrollment process for new hires and staff.
- As needed, consult with staff and supervisors on benefits related policy interpretation and application.
- Coordinate internship requests and placement with program managers. Manage intern offers and processing.
- Manage year-end ACA reporting and W-2 processing and distribution.
- Generate standard and ad-hoc data reports, i.e., EE demographics, EEO-1, Annual Census Report.
- Respond to employment verification and wage data requests.
- Prepare data reports and files for annual audits (Pension, Fiscal, Workers Compensation).
- Perform all other duties as required.

REPORTS TO: Human Resources Director

Apply via e-mail: jobs@cpa-ct.org (MS Word documents only)
Apply via fax: (860) 967-3280

All internal candidates must submit a completed Internal Job Application signed by their Program Manager.

ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED.

An Equal Opportunity Employer Committed to Affirmative Action