



## Director of Human Resources - Applications due May 21, 2022 at noon

### OUR MISSION

Porchlight strives to address homelessness in Dane County by providing shelter, housing, supportive services, and a sense of community in ways that empower residents and program participants to positively shape their lives.

This mission to serve those struggling with homelessness can only be accomplished through the generous support of community members and the endless dedication of our staff and volunteers.

**HOW TO APPLY:** Email your application, resume and cover letter to Karla Thennes at [kthennes@porchlightinc.org](mailto:kthennes@porchlightinc.org).

<b>Title:</b>	Director of Human Resources
<b>Department:</b>	Administrative
<b>Primary Location:</b>	306 N Brooks St, Madison
<b>Reports to:</b>	Executive Director
<b>FLSA Status:</b>	Exempt
<b>Employment Status:</b>	Full-time, regular
<b>Hours:</b>	40 hours per week
<b>Regular Schedule:</b>	Monday – Friday, on call as needed
<b>Pay Range:</b>	\$60,000-65,000
<b>Benefits Available:</b>	Full package, all benefits listed on our website
<b>Screening Requirements:</b>	CCAP background check

### PORCHLIGHT, INC.

306 N BROOKS ST  
MADISON, WI 53715  
P: 608.257.2534  
F: 608.257.2507

[WWW.PORCHLIGHTINC.ORG](http://WWW.PORCHLIGHTINC.ORG)

**SUMMARY OF PRIMARY FUNCTION:** Oversees and performs various aspects of Porchlight's human resource functions, including administration of human resource policies and procedures, employee recruitment and onboarding, and assistance for managers regarding human resource issues.

### ESSENTIAL RESPONSIBILITIES/DUTIES:

#### Employee Recruitment & Onboarding:

1. Takes full ownership of the hiring process.
  - a. Reviews employee job descriptions. Suggests updates and collaborates with managers to make changes as appropriate.
  - b. Posts and maintains advertisements for open positions. Researches and recommends new job posting methods/locations.
  - c. Serves as point of contact for applicants, gathers and tracks application materials.
  - d. Assists managers with scheduling candidate interviews.
  - e. Conducts pre-employment reference and background checks.
  - f. Sends notifications of job offers and rejections.
  - g. Maintains files of candidate application materials for historical reference. Reports applicant demographics as requested.
2. Prepares new employee files.
  - a. Oversees completion of compensation and benefit documentation.
  - b. Conducts benefit enrollment process.
  - c. Collects new hire paperwork, including tax information.
  - d. Provides information to the Finance Department for entry into the payroll software.
3. Coordinates employee onboarding.
  - a. Support the manager as they orient new employees to their office, including workstation and parking.
  - b. Coordinates with the Administrative Specialist on the distribution of keys and parking passes.
  - c. Coordinates with the Director of Finance on the distribution of cell phones, laptops, and any other agency property as applicable.
  - d. Ensures employees have access to work voicemail, email, and server account as applicable.
  - e. Reviews and explains all personnel policies and procedures.
4. Tracks compensation across the agency. Makes compensation strategy recommendations based on agency goals, current and projected budget, and market research.
5. Researches and develops training materials and performance management programs to help ensure employees understand and satisfactorily perform their job responsibilities.

#### Benefits Administration:

1. Coordinates annual benefit renewal.
  - a. Receives and reviews documentation regarding benefits packages and renewal. Initiates and reviews additional requests for proposal if necessary.
  - b. Works with Executive Director to determine course of action for the following year.
  - c. Notifies employees of decision to maintain or change carriers.
  - d. Coordinates open enrollment period. Informs employees of their options, ensures that all eligible employees have enrolled in applicable benefits and/or opted out.
2. Tracks all changes in benefit eligibility. Notifies employees and their supervisors of changes and next steps in a timely manner.
3. Reviews and approves carrier invoices on a monthly basis.
4. Performs and reports on all Affordable Care Act (ACA) compliance measuring (initial, standard measurement period, etc.).





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**Recordkeeping & Compliance Reviews:**

1. Leads company compliance with all existing governmental and labor legal and government reporting requirements including any related to Affirmative Action/Equal Employment Opportunity (AA/EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act, Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, Directors & Officers, the Occupational Safety and Health Administration (OSHA), and so forth. Maintains minimal company exposure to lawsuits.
2. Directs the preparation of information requested or required for compliance with laws. Approves all information submitted. Serves as the primary contact with the company employment law attorney and outside government agencies.
3. Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations. Minimizes risk.
4. Maintains personnel files for all employees.
  - a. Creates and updates individual training logs for employees with funding-specific training requirements, including the Group Home (CBRF) and Crisis Stabilization programs. Communicates with managers on regularly regarding training requirements.
  - b. Keeps record of benefit enrollment. Updates files with notifications regarding employment status changes, including FMLA and COBRA.
  - c. Creates and collects documentation regarding performance reviews, grievances, and disciplinary actions. Conducts and documents exit interviews as appropriate.
5. Creates and distributes employee notifications regarding payroll, benefits, etc.
6. Conducts annual compliance reviews for CBRF positions, including training and eligibility.
7. Collects data and completes annual compliance reports for various agencies and oversight bodies, including those related to IRS requirements.
8. Ensures personnel policies and procedures are up-to-date and compliant with all local, state, and federal regulations. Updates Employee Handbook and tracks distribution at least annually.
9. Makes recommendations for corrective actions and best practices.

**Employee Relations:**

1. Receives, investigates, and reports on all employee-related complaints.
2. Assists managers with interpretation and/or application of personnel policies. Facilitates and documents disciplinary meetings with employees and managers.
3. Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation. Conducts periodic surveys to measure employee satisfaction and employee engagement.
4. Coaches and trains managers in their communication, feedback, recognition, and interaction responsibilities with the employees who report to them. Makes certain that the managers know how to successfully, ethically, honestly, and legally communicate with employees.
5. Engages in an interactive process regarding employee requests for reasonable accommodation, follows up as necessary to ensure applicable reasonable accommodations are made.

**Teamwork & Collaboration:**

1. Works in collaboration with all agency staff to facilitate a team environment.
2. Demonstrates and models effective communication skills in building relationships with all employees and clients.
3. Creates good working relationships with insurance carriers and other business contacts.
4. Participates in the development and implementation of Porchlight's strategic plan.

**Porchlight Values & Culture:**

1. Treats all employees, clients, and visitors with caring, kindness, respect, and dignity.
2. Helps to create an environment that values and appreciates diversity.
3. Adheres to all Porchlight policies, procedures, code of conduct, and attendance rules.
4. Maintains strict confidentiality of all information.
5. Adheres to Porchlight policies in the use of computer technology and tele-communications devices.
6. Conducts self within appropriate and expected professional boundaries and policies.





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### Qualifications:

1. Bachelor's Degree in Human Resource Management or directly related field, or the equivalent of education and experience.
2. Verifiable experience working in a social services background.
3. Experience conducting internal investigations.
4. 5+ years' experience in human resources required.
5. Working knowledge of human resources practices, recruitment, compliance, employment law, benefits administration, and employee relations.
6. PHR, SHRM-CP or SHRM-SCP certification preferred.
7. Proficiency in Microsoft Office Suite.
8. Excellent written and verbal communication.
9. High level of organization and attention to detail.
10. Commitment to maintaining strict confidentiality of all employee and client information.
11. Ability and willingness to be the catalyst for positive change. High ethical standards.
12. Must pass a criminal background check.
13. Driver's license and access to an insured vehicle to drive to multiple locations.

### PHYSICAL DEMANDS & WORK ENVIRONMENT

The following physical demands are representative of those required by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.

- Indoor environment: tenant units, open office, shelter dormitories, facilities, etc.
- Outdoor environment: parking lot, grounds, on-site trailer, etc.
- Exposure to weather, extreme heat/cold, loud noises, fumes, airborne particles, toxic/caustic chemicals, risk of electrical shock and vibration
- Sitting
- Standing, kneeling, walking
- Bending, stooping
- Reaching, pushing, pulling
- Climbing stairs
- Lifting, carrying up to 25 pounds
- Repetitive, fine hand, finger, and foot movements
- Typing/data entry
- Operating various equipment
- Talking, hearing, interacting with coworkers, vendors, participants
- Using office machines - phone, fax, computers, postage meter, etc.
- Close vision
- Distance vision, field of vision, color/depth perception

### Minimum Physical Requirements:

- Seeing, hearing, speaking.
- Ability to perform the physical demands listed above.
- Reading, writing.
- Basic English comprehension, written and oral communication.
- Ability to lift 25 pounds
- Ability to drive to scattered sites.

**EEO STATEMENT:** It is our policy not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, disability/handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, sexual orientation, political beliefs, or student status.

This job description may not be inclusive of all assigned duties, responsibilities, hours, or aspects of the job described, and may be amended at any time at the sole discretion of the employer.

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