



COMMUNITY LEGAL AID SOCIETY, INC.
100. W. 10th Street, Suite 801
Wilmington, Delaware 19801
(302) 575-0660 (TTY) (302) 575- 0696 Fax (302) 575-0840

JOB DESCRIPTION

POSITION TITLE: Human Resources Manager
LOCATION: Any County
REPORTS TO: CLASI Chief Administrative & Financial Officer (CAFO)
SALARY: Administrative Scale depending on experience
UNION/MANAGEMENT: Management
DATE OF POSTING:

CONTEXT OF POSITION:

Since 1946, CLASI has been a part of the Delaware community, with a mission of providing equal access to justice for vulnerable and underserved Delawareans. With recent and projected organizational growth, CLASI seeks to support its strength and mission by expanding and formalizing its existing HR structure with the newly created position of Human Resources Manager. Day-to-day responsibilities will require a combination of implementing an HR vision with hands-on performance of the HR responsibilities.

The HR Manager will plan, develop, lead, facilitate, and coordinate CLASI's HR policies, helping to ensure legal compliance and implementation of CLASI's mission and strategic plan. CLASI operates in a collaborative environment, and the HR Manager will work with CLASI management and staff in this way, continuing to build upon and further strengthen the organizational culture.

Duties include HR compliance, HR policy management, benefits administration, recruitment and retention, employee onboarding and offboarding, employee relations, and advising the Diversity, Equity, and Inclusion Committee (as a non-voting member).

CLASI permits remote work up to two days per week during the first six months of employment, and up to three days per week after the first six months. The HR Manager's primary office may be in any of CLASI's three offices. Travel between offices across the state will be necessary.

DUTIES:

1. Oversee HR policy drafting, organization, and implementation.
2. Oversee and administer HR programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and

investigations; performance and productivity; occupational health and safety; and training and development.

3. In collaboration with CLASI management, develop strategies for and coordinate activities related to recruitment/retention, hiring, onboarding, and offboarding.
4. Ensure compliance with federal, state, and local laws, rules, and policies related to human resources, employment policies, and other personnel management concerns.
5. In collaboration with the Benefits Committee, coordinate benefits administration with CLASI's third-party benefits brokers.
6. In collaboration with CLASI management, coordinate and implement training for new and existing staff.
7. Coordinate, support, and oversee the employee performance evaluations and supervision plan process.
8. Fulfill any other personnel-related duties including overseeing the office assignment policy across CLASI's three locations, among other items.
9. Other responsibilities as assigned.

QUALIFICATIONS:

1. A commitment to supporting CLASI's mission of advocating for the rights of marginalized individuals and communities.
2. A commitment to preserving and advancing CLASI's employment culture and to support the sustained advancement of CLASI's mission. CLASI prides itself on a progressive employment culture and fosters an egalitarian, supportive, trauma-informed, and kind workplace.
3. A collaborative and responsive approach to colleagues is required.
4. Knowledge of employment related laws and regulations.
5. A bachelor's degree in Human Resources, Social Services, or related field.
6. At least five years of Human Resources management experience.
7. Experience with and commitment to principles of diversity, equity, and inclusion.
8. Management experience including supervision of other staff and programs is preferred.
9. The ability to communicate in Spanish as a second language is preferred.
10. Experience with unions, collective bargaining agreements, and grievance procedures is preferred.
11. Experience in civil legal aid or other public interest law organization is preferred.
12. Must be able and willing to travel statewide as needed.

CLASI strongly encourages all interested candidates to apply, including those with lived experience with marginalization and diverse backgrounds to apply, including people of color, women, people who identify as LGBTQ, veterans, people with disabilities, and persons from other underrepresented groups. CLASI is an equal opportunity employer and committed to building a culturally diverse and inclusive workplace.

To apply, please email your cover letter and resume to Jim Hamilton, at jhamilton@declasi.org

AN EQUAL OPPORTUNITY EMPLOYER