Job Title: Human Resources Director
Location: Denver or Colorado Springs, CO
Classification: Exempt and Full-Time
Salary Range: $85,000-$105,000 plus $4,200 yearly stipend. Salary commensurate with experience

Organization Overview:
Colorado Legal Services (CLS) is Colorado’s statewide nonprofit legal aid program, with thirteen offices providing civil legal assistance to low-income Coloradans throughout the state. CLS provides free legal assistance in a broad variety of legal areas, including family law, public benefits, eviction defense, consumer protection, services to survivors of serious crime and human trafficking, and many others. CLS has strengthened lives, assisted families, and supported communities—one person at a time for over 90 years. We are committed to providing high-quality, free legal advice and representation to eligible individuals throughout Colorado. We have a long history of successful impact and advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve.

Position Summary:
The Human Resources (HR) Director at Colorado Legal Services (CLS) will lead the creation and implementation of a dynamic, new human resources program at CLS that fosters a culture of diversity, inclusivity, belonging, professionalism, and growth. The HR Director will serve as a key member of CLS’ senior leadership team in supporting CLS’ dedicated staff who carry out our mission of providing high quality civil legal services to low-income Coloradans.

Essential Duties:

- **Create, implement, and oversee a dynamic new Human Resources program**
  - In partnership with the other members of CLS’ senior leadership team, leads the creation and deployment of clear and effective human resources programs, policies, and processes that are consistent with federal, state, and local law and CLS’ Collective Bargaining Agreement
  - In partnership with other members of CLS’ senior leadership team, leads the creation of a performance management philosophy, system, and process

- **Manage execution of all Human Resources processes**
  - Oversees HR-related processes for all personnel-related actions, including recruitment, hiring, promotion, and separation, in collaboration with CLS

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managers, supervisors, and senior leadership

- Performs the following HR responsibilities, among others, in the recruitment/hiring process:
  - In collaboration with hiring managers, develops compelling, accurate and effective job postings designed to attract high quality and diverse pools of qualified candidates
  - Ensures that distribution of job postings is targeted to maximize the recruitment of diverse candidates
  - Researches and recommends salary for non-union staff
  - Accurately assesses salary for union staff based on current salary scales negotiated pursuant to the Collective Bargaining Agreement
  - Oversees the efficient and timely processing of all job applications
  - May review/screen applications, depending on the position

- At times provides input regarding hiring decisions related to specific candidates
- Develops a thorough understanding of CLS’ Collective Bargaining Agreement to ensure compliance in all personnel actions
- Maintains accurate and up-to-date human resource files, records, and documentation, and ensures the integrity and confidentiality of such records
- Receives requests for reasonable accommodation and makes recommendations to the Senior Leadership team

- **Act as internal consultant for staff regarding all Human Resources-related issues**
  - Recommends and, when appropriate, implements effective and timely HR-related solutions for CLS staff by possessing thorough knowledge of HR-related rules, policies, and legal requirements
  - Provides accurate and timely responses to emergency and/or urgent human resources-related requests from managers, supervisors, and senior leadership
  - Flags, proposes solutions to, and elevates possible regulatory compliance issues related to state and federal HR laws, rules, and regulations
  - Provides staff with guidance regarding procedures and required documentation for processing personnel actions, including recruiting, hiring, promotion, and separation
  - Develops and provides staff training on HR processes and policies as needed
  - Supports and coaches managers and supervisors regarding selecting, managing, and developing first-rate employees
  - Provides coaching and feedback to managers and supervisors to improve individual and team performance

- **Support Colorado Legal Services staff**
  - Receives employee complaints and provides initial response, and more formal programmatic response after collaboration with other senior leadership, managers, and union leadership, as appropriate
  - May oversee some specific personnel investigations and resolutions
  - Works with CLS’ finance team to ensure appropriate, timely, and accurate
information to staff about benefits/compensation
  o Provides problem-solving and conflict resolution skills to benefit staff, fostering a collaborative, congenial, and physically and psychologically safe work environment
  o Ensures compliance with timekeeping requirements and submission of time records
  o Travels regularly to CLS offices

• Engage in programmatic leadership
  o Collaborates with other members of senior leadership and CLS’s Diversity, Equity, and Inclusion Committee to promote values of fairness, diversity, equity, and inclusivity
  o Contributes to the development and implementation of Colorado Legal Services’ strategic goals and objectives as they relate to employee growth, retention, and recruitment
  o Participates in CLS leadership meetings, providing human resources expertise, judgment, and guidance
  o Consults with senior leadership on CLS benefits and compensation packages

Required Qualifications:

• Bachelor’s Degree
• Minimum of 5 years of HR experience, with at least 2 years in a leadership role
• In-depth understanding of federal, state, and local employment laws
• Demonstrated commitment to Diversity, Equity, and Inclusion
• Excellent interpersonal and communication skills with the ability to collaborate and interact with employees at all levels of Colorado Legal Services
• Strong analytical and problem-solving skills
• Ability to work in fast-paced and often ambiguous environment, exercising excellent judgment
• Ability to maintain confidentiality and handle sensitive information with discretion
• Strong organizational skills with the ability to prioritize and manage multiple tasks

Preferred Qualifications:

• HR Certification
• DEI Certification
• Demonstrated commitment to serving low-income and other vulnerable communities
• Experience with a legal services organization or other non-profit organization
• Experience with Collective Bargaining Agreements

Compensation and Benefits:
We offer a generous plan that includes 100% employer paid premiums for employee health,
dental, vision, life, and long-term disability insurance as well as partial employer paid premiums for spouses/dependents, based on a sliding scale. We also offer Dependent Care and Medical Flexible spending accounts, a 403(b) retirement account, and an Employee Assistance Program (EAP). Additionally, CLS offers a $350.00 monthly stipend (to be used as you choose), generous paid time-off and 12.5 paid holidays per year. CLS values its employees’ commitment to working hard for the population it serves and recognizes the importance of work/life balance; therefore, we offer flexible work schedules and hybrid work arrangements as appropriate. We promote and foster a diverse, inclusive, equitable, and psychologically safe work environment, striving to be a “Best Place to Work” in Colorado.

How to Apply:
Please email a copy of your resume and cover letter to hiring@colegalserv.org. Please include “Human Resources Director” in the subject line. Submission deadline: October 13, 2023

Note: Please mention how you heard about the job announcement in your email.

Please no solicitations from recruitment firms.

Our Commitment to Diversity, Equity, Inclusion, and Belonging:
CLS embraces diversity, equity, inclusion, and belonging as an Equal Opportunity Employer. We are committed to building and retaining a workforce that respects and empowers each individual and represents a variety of diverse cultures, perspectives, skills, and experiences. We encourage all qualified candidates to apply for this position.