

Florida Rural Legal Services, Inc.

Job Advertisement

Position:	Human Resource Director		
Position Location:	Lakeland		
Position Type:	Full-Time		
		Benefits Offered:	Full-time: yes Part-time: no

DESCRIPTION

Assists the Executive Director and the executive management team of FRLS in their efforts to provide a safe and productive work environment, maintains employee records, and manages employee benefit plan and human resource policies and procedures.

QUALIFICATIONS

A Bachelor's degree in Human Resources or personnel management or related studies is required, as well as at least five years of experience in human resources or personnel management. A Juris Doctorate or Masters Degree in Human Resources or related field is preferred.

[See attached job description for further details.](#)

SALARY AND BENEFITS:

D.O.E. plus benefits package

Send Resume to:

resume@frls.org

EEOC Statement:

Florida Rural Legal Services, Inc., does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other characteristic protected by federal, state or local law.

Job Description
Human Resources Director
Florida Rural Legal Services, Inc.

Purpose: The Human Resources Director assists the Executive Director and the management team of FRLS in their efforts to provide a safe and productive work environment together with a generous yet cost effective benefits package for all employees. The Director assists the Executive Director in establishing and maintaining effective and up to date human resources policies and procedures. The HR Director ensures that FRLS's staff and offices are in a strong position to further the mission of FRLS in providing quality legal services to low income people and communities.

Duties: The duties of the Human Resources Director include, but are not limited to, the following:

1. Competently manage all employee benefit plans; procurement and maintenance of all program insurance programs, including health, dental, vision, disability, and life insurance, unemployment and workers compensation benefits; monitoring of all unemployment, workers compensation, malpractice and general liability claims.
2. Works diligently and aggressively to obtain suitable office space as needed, including negotiations for leases, build-outs, maintenance, cleaning and repairs; manage the Lakeland office location including obtaining new tenants and maintaining relationships with lessees.
3. Stay abreast of employment and human resource laws and issues; provides timely and accurate employment salary, etc. information, as appropriate, to third parties; maintain the current FRLS Policy book and update as needed, and providing copies of the current policies to FRLS' Administrative staff and Managing Attorneys upon requests, and updating the policy books as needed; assist with ensuring compliance with HR policies by all agency staff.
4. Participate in union negotiations and labor management meetings under the directions of the Executive Director; maintain current and up-to-date copies of union contracts.
5. Maintain current job descriptions and assist with recruitment of qualified applicants for job vacancies; promptly advertise vacant positions; perform reference checks and maintain records of same; maintain records of job offers; comply with E-verify reporting requirements; arrange for background screening for support staff as needed, and provide for orientation of new staff and coordinate other orientation needs with other staff; assist with hiring and terminations under the direct supervision of the Executive Director; maintain confidential employee personnel records including records of all payroll changes, evaluations, etc.
6. Arrange for purchase of furniture, equipment, library materials, and advocacy software, as needed, while looking for the best purchase price for the agency; assist with maintaining inventory of same.
7. Assist the fiscal department with prompt opening, closing and maintenance of all program bank accounts, in accordance with sound fiscal standards.
8. Participate in management team meetings; timely prepare personnel portions of grants and reports to funders; be familiar with case management software and produce reports as needed

and by stated deadline; attend Board of Director meetings to report on personnel issues, as needed.

Qualifications: A Bachelor's degree in Human Resources or personnel management or related studies is required, as well as prior experience in human resources or personnel management. A Juris Doctorate or Masters Degree in Human Resources or related field is preferred. A candidate for this position must be a self-starter, have excellent time management skills, be willing to travel to the various FRLS offices, be familiar with human resource software and technology, be willing to work with attorneys, the public, and with low income communities and have some understanding of financial systems.

Location: Primary location will be in the Lakeland office. Regular travel to the Lakeland office will be allowed.

Supervisor: The Executive Director of Florida Rural Legal Services, Inc.

The Human Resources Director of Florida Rural Legal Services, Inc. is a executive management position and not subject to the FRLS collective bargaining agreements. This is an Exempt position.