

## Full Time Director of Human Resources - Buffalo Office

The Erie County Bar Association Volunteer Lawyers Project (VLP) is seeking one (1) full-time Director of Human Resources for our law office in Buffalo, NY. The Director of Human Resources will lead and manage the strategic and routine day-to-day functions of the Human Resources department including recruitment, onboarding/offboarding, benefits administration, leave of absence administration, and enforcing company policies and practices. They must ensure legal compliance within the organization's operations.



VLP is a mixed-model civil legal services program that coordinates direct representation by pro bono attorneys and by our staff attorneys in our two locations: Buffalo and Batavia, NY. The Buffalo office handles a wide variety of civil legal services, with a focus on involving pro bono lawyers in the delivery of our services to clients. The Batavia office provides immigration representation to individuals detained in the Federal Detention Facility in Batavia, NY.

*This position will work out of our Buffalo, NY office at least two (2) days per week and out of our Batavia office one (1) day a week. The other two (2) days per week may be done remotely after the three-month introductory period.*

### **Duties and Responsibilities:**

- The Director of Human Resources is a strategic partner to leadership and will focus on developing and implementing HR programs, policies, and strategies to align with the firm's goals, vision, and growth.
- Conducts competitive analysis and industry trends analysis, ensuring the firm remains a leader in the market for employee engagement, retention, and attraction.
- Advises the leadership team on all HR matters, providing insights and recommendations
- Maintains compliance with federal, state, and local employment laws and regulations, and recommends best practices.
- Recruits for open positions in the Buffalo and Batavia NY offices.
- Onboards new employees that includes new hire orientation, training, and benefits administration.
- Manages the employee separation process by conducting exit interviews, preparing separation letters, offboarding benefits and administering COBRA documents for exiting employees.
- Promptly handles all employment-related inquiries from employees and managers and conducts any necessary investigations in accordance with VLP's policies.
- Coaches and counsels employees and managers on issues such as employee relations, performance management, HR policy and practice interpretation, and other general HR issues.
- Maintains Human Resource Information Systems and electronic/paper personnel files. This includes I9 compliance.
- Administers and oversees the administration of VLP's benefits. Responsible for VLP's annual Open Enrollment. Works collaboratively with VLP's finance team in day-to-day administration and annual analysis of benefits.

- Manages leave of absence requests and administers paperwork including ADA, Disability, FMLA, PFL, and Workers Compensation.
- Supervision and mentorship of HR support staff.
- Responsible for VLP's occupational health and safety compliance.
- Is an active member of VLP's diversity and safety committees.
- Other duties as assigned.

**Education and Experience:**

- 10+ years' experience in Human Resource Management.
- Bachelor's degree in HR, Business Administration, or related field required; Master's degree preferred.

**Skills:**

- **Through knowledge of employment related laws and regulations.** Experience with Unions is a plus but not required.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management system (iSolved).
- Ability to collect and manage data.
- Ability to work independently, as well as collaboratively.
- Ability to problem solve and see complex tasks through to completion.
- Excellent verbal and written skills.
- Ability to multitask and be flexible in an office with high volume that moves at a quick pace.
- VLP is a paperless office; candidates must be proficient with computers and technology, including Microsoft 365, SharePoint, and electronic case management systems.

**TO APPLY:** Please send a resume with a cover letter clearly explaining your interest and qualifications. Include contact information for 3 references and send your materials to: [ggonzalez@ecbavlp.com](mailto:ggonzalez@ecbavlp.com). **We will be accepting applications until the position is filled.**

**Salary/Benefits:**

- **Salary** ranges from \$90,000 - \$105,000 based on years of relevant work experience
- **Employer paid benefits:** 90% paid health insurance premiums, a Health Reimbursement Arrangement account, long-term disability insurance, life/AD&D insurance, Pension contributions, Employee Assistance Program
- Other benefits are available through pre-tax employee contributions: FSA, Dependent Care FSA, transportation account, 403b plan
- Notary application and renewal and attorney registration fees (if applicable)
- **Loan Forgiveness:** ECBAVLP is an eligible employer for both the Public Service Loan Forgiveness (PSLF) and the District Attorney and Indigent Legal Services Attorney Loan Forgiveness program (DALF)
- A respectful work environment with a true **work/life balance:**
  - 18 paid holidays including the time between December 24 and January 1
  - 11 vacation days and 2 personal days in year one
  - 15 vacation days and 4 personal days in year 2 (vacation caps at 23 days starting in year 6)
  - 10 sick days each year
  - Flexible schedule
  - Discourages weekend work, encourages utilizing PTO

- Dedication to diversity and inclusion

*VLP is an equal opportunity employer and welcomes all to apply. Employer recruits without regard to age, race, color, creed, religion, national origin, immigration or citizenship status, pregnancy-related condition, predisposing genetic characteristics, sex, gender identity or expression, sexual orientation, marital and familial status, domestic violence victim status, disability, military status, or protected veteran status.*

For more information, visit our website at [www.ecbavlp.com](http://www.ecbavlp.com)