**Job Description**

**Position**: **HR Manager**

Reports to: Chief HR Officer

Work Location: 151 Lawrence Street Brooklyn, NY

Hours: Full Time

**Position Summary:**

Manage HR day to day operations including the processes for new hires and staffing changes; liaise with Payroll on the bi-weekly Payroll; oversee the applicant background screening and compliance with regulatory agencies, benefits management, and electronic personnel file management; manage audits involving HR documents; provide service to staff and former service; and manage all leave requests. This position works closely with other members of the HR team, Payroll, and management throughout the organization.

**About BCS**

Brooklyn Community Services (BCS) was founded in 1866 and continues to help children and youth reach their full potential, strengthen families, and foster self-sufficiency in adults.  Brooklyn Community Services is one of the oldest, not-for-profit, non-sectarian social service providers in New York City and one of the largest in Brooklyn.

Over the years, BCS has strengthened countless families at risk of separation; supported and stabilized people with psychiatric illnesses; helped adults with disabilities participate fully in the community; enabled people to move from welfare to work; and offered guidance, education and support to children and young adults. Through 35 programs, and over 500 staff, Brooklyn Community Services serves more than 20,000 people each year.

**Responsibilities:**

* Supervise and provide professional development to the Benefits and Onboarding Specialist, Compliance Specialist, and Administrative Coordinator. Ensure cross-training among the staff.
* Oversee day to day HR processes and procedures and ensure the processes run smoothly for staff. Work to further develop processes to increase efficiency and effectiveness.
* Work closely with Payroll and other HR staff to ensure bi-weekly Payroll runs smoothly.
* Oversee the organization’s regulatory requirements for background checks and stay abreast of regulations and changes to ensure compliance.
* Provide excellent service to staff including responding to employee and former employee inquiries.
* Lead monthly new staff orientation sessions.
* Administer all leave requests including FMLA, NYPFL, and personal leaves. Ensure compliance with all state and federal laws in coordination with related institutional benefits and leave policies. Responsible for processing leaves, reviewing medical certifications, and advising employees on their leave options, rights, benefits, and compensation. Create and maintain solid operational processes and practices to ensure compliance and consistency in coordinating leaves.
* Assist with employee relation matters including work accommodation requests.
* Manage the collection of personnel documents for audits including delegating audit work to HR staff and oversee the work to completion. Work directly on audits as needed.
* Process unemployment claims and liaises with Third Party Administrator for unemployment claims.
* Participate in developing departmental goals, objectives, and systems. Work with other HR staff on strategic projects including researching and implementing new performance review systems and new retention and recognition initiatives.
* Serve as a partner for all staff to retain, develop, and motivate individuals to reach programmatic and organizational goals.
* Stay abreast of City, State, and federal labor laws.
* Assist with other projects as needed.

**Qualifications Required:**

* Bachelor’s degree and a minimum of five years of HR relevant experience required.
* A minimum of two years of supervisory experience required.
* Knowledge of principles and practices of HR administration including FMLA and NYPFL administration.
* Excellent interpersonal skills and strong commitment to customer service.
* Excellent computer skills including Word, Excel, and Power Point, along with HRIS experience.
* Effective oral and written communication skills; strong attention to detail and commitment to accuracy; and excellent organizational skills.
* Ability to work independently as well as part of a team. Excellent judgment, ability to maintain confidentiality and build trust among employees, and ability to be flexible such as working on new work assignment and priorities as needed. Strong interest in people-oriented service. Experience in non-profit organizations a plus.

**How to apply:**

[**Click here to apply to the HUman Resource Manager role**](https://wearebcs.clearcompany.com/careers/jobs/e3c25248-8f7f-40e7-cfcc-2f259b383714/apply?source=1216678-CS-34136)