



JOB DESCRIPTION

POSITION:	Human Resources Manager
REPORTS TO:	Executive Director and Deputy Executive Director
SALARY RANGE:	\$65,000 to \$75,000
EMPLOYMENT TYPE:	Full Time
JOB LOCATION:	1290 Broadway, Ste. 1700, Denver, Colorado 80203

Summary of Job Duties:

The Human Resources Manager assists in developing, maintaining, and administering human resource policies and procedures regarding compliance, compensation, benefits, organizational development, employee relations, performance management, recruiting, training, and safety in accordance with federal, state, and local law and regulations and the Association's Mission, Values, and Vision Statements (referenced below).

Duties and Responsibilities:

- Ensures compliance with the Associations' Human Resources policies, procedures, and business conduct as well as federal, state, and local law and regulations
- Regularly reviews and recommends updates and improvements to the Associations' personnel-related policies, procedures, and practices
- Conducts wage surveys within labor market to determine competitive wage rate. Research industry pay scales and participate in salary surveys. Makes recommendations to senior management for compensation adjustments and bonuses
- Coordinates director training in interviewing, hiring, terminations, promotions, performance reviews, and safety.
- Collaborates with directors to recruit, fill openings, and determine compensation
- Plans and conducts new employee orientation
- Conducts follow-up meetings with newly hired staff; identifies and addresses issues
- Coordinates the annual performance review process for all employees
- Assists senior management with voluntary and involuntary separation processes, including exit interviews and severance packages, and participates in termination meetings as necessary. Prepares employee separation notices and related documentation and participates in exit interviews as necessary to determine reasons for separation
- Assists senior management in addressing complex employee relations issues
- Monitors current trends in the areas of personnel policies, performance management, problem resolution, discipline, and termination

Qualifications:

- Bachelor's degree in Human Resources or equivalent
- Three to five years' human resources experience

Benefits:

- Medical Insurance: 100% employee covered with family/children option
- Dental Insurance: Self-pay at group rates
- Vision: Self-pay at group rates
- Health Reimbursement Account (HRA): caps out of pocket expense at \$2000
- Group Life Insurance: employee coverage up to \$50,000
- Group Long-Term Disability Insurance: employee coverage up to \$5,000
- Paid Time Off: 15 days/year to start, 20 days/year after three years and 25 days/year after 10 years
- 12 paid holidays per year
- 401(k): Annual contribution by the employer after one year of employment: 10% of salary and
- Transportation/IT allowance

Application Interest:

Please submit a cover letter, resume, and three references to Jessica Lindzy at jlindzy@cobar.org

About the Colorado Bar Association:

Colorado Bar Association is dedicated to providing equal employment opportunities to all individuals based on job related qualifications and ability to perform a job, without regard to any protected class, including age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity/expression, or national origin. It is our policy to promote a non-discriminatory environment, free from intimidation, harassment or bias based upon protected classes. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Mission Statement

We are an association that advances members' practice, supports the justice system, and enriches our community.

The Colorado Bar Association ("CBA") values its diverse membership and our communities. We are committed to the eradication of racism, discrimination, and any other form of injustice against underrepresented groups. We promote diversity, equity, inclusion and the removal of barriers to success within the CBA and the communities we serve.

Values Statement

We are Strategic, Inclusive, Professional, Effective, Inspirational, Innovative, Member-focused, and Ethical.

The CBA seeks inclusion and equity through broad recognition of diversity, including, but not limited to age, class, disability, ethnicity, gender expression, gender identity, geographical diversity, national origin, practice setting, race, religious beliefs, sexual orientation, veteran status, and years in practice. We prioritize broad, equitable, and inclusive participation in our membership and leadership. The CBA is dedicated to promoting attorneys of all backgrounds, identities, and circumstances through the removal of barriers to engagement and leadership, specifically including those who are historically underrepresented, diverse members of the CBA.

We are committed to actively changing systems, organizational structures, policies, practices, and attitudes, so that power is distributed and shared equitably and inclusively.

Vision Statement

The Colorado Bar Association will be the leader in providing members throughout the state with the tools to be successful, a community within which to build relationships, and the focus to successfully navigate the future.