



POSITION TITLE: Human Resources Generalist

ANNUAL PAY: \$65,000

EMPLOYMENT TYPE: Full time / Non-Exempt

LOCATION: Springfield or Corvallis, Oregon

POSITION TYPE: Hybrid (Onsite hours)

DEPARTMENT: Human Resources

REPORTS TO: Director of Human Resources

DIRECT REPORTS: No

ABOUT DevNW:

DevNW and our CDFI partner Community Lending Works (CLW) and Construction Partner Neighborhood Building Corporation are fostering vibrant, inclusive communities by prioritizing housing, asset development, wealth building, and small business development. To do this work, we are deconstructing pervasive systems of oppression such as racism, classism, or sexism that maintain persistent disparities and perpetuate deep imbalances in power, opportunity, and wealth.

OVERVIEW:

The HR Generalist is a key player on the Human Resources team, responsible for managing a variety of HR functions to support a positive and efficient workplace environment. This role involves overseeing recruitment and onboarding processes, including job postings, interviews, and employee orientation. The HR Generalist will be responsible for upholding organizational policies, ensuring compliance with employment laws, and assisting with benefits administration, leave administration, payroll, wellness programs, and other core HR functions. This role will also facilitate offboarding processes and employee exits.

Furthermore, the HR Generalist will contribute to the development and implementation of HR programs and initiatives that promote employee engagement and improved organizational outcomes. This may include assisting with performance management processes, organizing training and development opportunities, and supporting DEIA initiatives to foster an inclusive workplace. The HR Generalist also plays a pivotal role in

maintaining accurate employee records, preparing HR reports, and providing administrative support to ensure the smooth operation of the HR department.

REQUIRED COMPETENCIES:

- Ability to manage and resolve workplace issues, mediate conflicts, and foster positive employee relationships.
- Strong verbal and written communication skills for effective interaction with employees, job candidates, and external parties.
- Understanding employment laws, policies, and compliance requirements at federal, state, and local levels.
- Proficiency in recruiting, interviewing, and onboarding processes to bring in and retain top talent.
- Strong organizational and time-management abilities to handle multiple tasks and meet deadlines efficiently.
- Knowledge of health, wellness, and retirement plans, and the ability to assist employees with benefits-related questions.
- Ability to think critically and address HR-related challenges with effective solutions.
- Familiarity with Human Resources Information Systems (HRIS) and other HR-related software.
- Understanding Leaves of Absence and tracking of FMLA, PLO, and OFLA inquiries and activity
- Capacity to adapt to a dynamic work environment and manage evolving responsibilities.
- Strong “customer service” acumen, desire to assist and provide solutions.
- Skill in creating and supporting programs that enhance employee morale, satisfaction, and productivity.
- High regard for handling sensitive employee information discreetly and tactfully.
- Ability to facilitate or coordinate employee training programs and support career development initiatives.
- Able to gather, interpret, and report on HR metrics for informed decision-making and strategy development.
- Ability to effectively utilize Microsoft Office Suite applications, including Excel, Word, and Outlook, Adobe Acrobat, Zoom, Teams, as well as experience learning and adapting to new software programs.

RESPONSIBILITIES:

- Serve as an active participant of the HR team, ensuring that the department upholds trust, integrity, equity, and solutions.

- Assist with the full-cycle recruitment process, including job postings, screening, interviewing, and onboarding.
- Administer employee benefits, answer questions about benefits programs, and provide administrative support for annual open enrollment.
- Provide guidance and support for certain employee relations issues, including conflict resolution and policy interpretation.
- Ensure compliance with federal, state, and local employment laws and regulations, updating policies as needed.
- Oversee new hire orientation and ensure employees are properly onboarded into the organization.
- Ensure that invoices and reimbursements are submitted in a timely manner.
- Support the performance management process by providing administrative support.
- Maintain accurate employee records physically and digitally where applicable and ensure data privacy and confidentiality.
- Assist in developing and implementing HR policies and procedures to support positive organization outcomes and employee engagement.
- Assist with timesheet tracking and collaborate with Finance to resolve payroll-related issues.
- Collaborate on DEIA initiatives and ensure equity is upheld in all HR practices.
- Generate and analyze HR reports to track metrics for relevant departments and leadership.
- Serve as the primary point of contact for HR inquiries, providing timely support and resolutions to employee questions.
- Assist with UI and WC claims and process employment verification requests.
- Serve as a member of the safety committee, as well as other relevant committees that address HR or DEIA topics.
- Oversee the exit process and collaborate with necessary staff for offboarding activities.
- Serve as the primary point of contact for LOA inquiries, tracking active leaves, and advising in accordance with internal policies and local, state and federal regulations.
- Present HR-related information and training materials to staff and leadership.
- Maintain accurate and organized HR files.
- All other duties as assigned.

REQUIREMENTS:

- The ability to occasionally travel to DevNW offices in Lane, Benton, Marion, and Clackamas counties (10% - 15% in-state travel)

- Ability to lift and move objects weighing up to 40 pounds and comfortably stand for extended periods of time.

Preferred Background, not required:

- Nonprofit experience
- HR certification or Higher Education in HR Administration/Management
- Experience supporting staff that work with at risk communities
- DEIA experience in training, policy development, or related projects

BENEFITS:

- Generous employer contribution for Employee medical, dental and vision insurance. Medical insurance includes extensive behavioral health, chiropractic and acupuncture benefits.
- Annual paid time off includes vacation, sick, personal and self-care days. The organization recognizes all twelve federal holidays as paid days off as well as two floating holidays to acknowledge or celebrate important days not a part of the organizational holidays.
- 401k program with employer match after one year of service
- Voluntary Life/AD&D, Accident & Illness insurance programs and Flexible Spending Account (FSA) with debit card.
- A robust Employee Assistance Program (EAP) available to all employees regardless of enrollment in the benefit program includes eight counseling sessions, legal assistance, identity theft protection, pet insurance and gym discounts.
- Perks include work from home or one of four office locations; Home office set-up stipend, Monthly internet stipend; Monthly cell phone stipend or mobile phone (if applicable); Annual Gathering prize giveaway; and Free financial education classes.

TO APPLY:

Provide an introduction letter via email detailing your interest that includes the following to < contacthr@devnw.org >.

1. Current resume
2. Cover letter

Application Due Date: Until Filled

DevNW is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we encourage you to apply; please use your cover letter or introductory email to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.

DevNW values diversity and supports a welcoming, inclusive environment where all of our employees can thrive. We value a workforce that is representative of the communities we serve.

DevNW is an Equal Employment Opportunity Employer committed to providing reasonable accommodations to individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws. If you require accommodations due to a disability to participate in the application process, please contact < contacthr@devnw.org >