



*Dove, Inc., established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.*

*Dove, Inc. | 302 S. Union, Decatur, IL 62522 | [doveinc.org](http://doveinc.org) | [dove@doveinc.org](mailto:dove@doveinc.org)*

## **Administration**

### **Human Resources Administrator Job Description**

#### **GENERAL RESPONSIBILITIES**

This HR Administrator will act as the first point of contact for HR-related queries from employees and external partners. The duties include maintaining personnel records, managing HR documents, assisting with hiring new staff and scheduling needed staff training. This position is supervised by the Chief Financial Officer.

#### **EXAMPLES OF WORK**

- Answer employees queries about HR-related issues.
- Organize and maintain personnel records.
- Develop and maintain database with new hire information and leave time.
- Ensuring new hire paperwork is completed and processed, with the inclusion of performing criminal background checks, and providing information for and arranging drug tests for new employees.
- Assist with timesheet collection and approval along with maintaining timekeeping system.
- Create and distribute leave day reports for staff and funding sources.
- Assist Finance Department by providing relevant employee information (e.g. leaves of absence, sick days, overtime and work schedules) Prepare monthly compensation and attendance spreadsheets.
- Assist in Payroll preparation.
- Assist in agency budget preparation.
- Assists in agency audit.
- Prepare HR documents, such as employment contracts and new hire paperwork.
- Create and distribute guidelines and FAQ documents about company policies.
- Manage and maintain agency policies and recommending revisions to such policies.
- Liaise with external partners, i.e., insurance vendors and ensure legal compliance.
- Placing and updating job ads within the agency and in newspapers.
- Assist in screening candidates and scheduling interviews.
- Develop training and onboarding material, distribute physical and digital training material.
- Responsible for all agency medical insurance and other employee benefits including renewals
- Assist in agency liability and auto insurance renewal
- Responsible for verifications of employment.
- Research, identify and arrange for ongoing trainings for staff development.
- Responsible for IT communications.
- Assists Maintenance Department.
- Assists Finance Department with deposits and check preparation and distribution as needed.
- Assists in site funding source site monitoring visits.
- Attend required Dove staff meeting and events.
- Perform other duties as assigned.

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*page 2*

### **QUALIFICATIONS**

Candidates should have at least one year of successful experience in human services, either as employment or as a volunteer.

Proven work experience as a HR Assistant or relevant role.

Thorough understanding of HR operations (recruiting, onboarding, training and compensation.)

Experience with HR software and Accounting Software.

Computer literacy (MS Office applications, in particular.)

Keeping informed on new labor legislation and thorough knowledge of current labor laws.

Excellent organizational skills, with an ability to prioritize important projects.

Strong phone, email and in-person communication skills. Strong verbal and written communication skills.

Candidates must pass a criminal background test and drug screen. Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. A valid driver's license and insurance is required. Prior to employment, all employees are subjects to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

### **SALARY AND BENEFITS**

The introductory salary range is between \$40,000 and \$44,000 annually. Raises are provided annually based on merit and availability of funding. Fringe benefits include paid holidays, up to 19 paid leave days per year, accrued monthly, group health insurance, life insurance and disability insurance, direct deposit, matching retirement fund and an Employee Assistance Program.

### **WORK CONDITIONS AND ENVIRONMENT**

This HR Administrator's office is in the 302 S. Union offices. This position is full-time, requiring 40 hours per week. This employment is contingent upon continued funding for this position. The HR Administrator is supervised by the CFO. Days worked may include weekends, evenings, and/or holidays. This position is subject to the requirements of the Fair Labor Standards Act.

**DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

**Revised June 2022**