



**PUBLIC JUSTICE**  
IMPACT. CHANGE.

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## **JOB ANNOUNCEMENT**

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**Please post and inform potential applicants.**

**January 2022**

### **HUMAN RESOURCES MANAGER WASHINGTON, D.C.**

**Public Justice**, a national public interest organization, seeks to hire an experienced human resources (HR) professional to manage and support all HR policies and procedures of the organization. Public Justice is a legal advocacy organization that pursues high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses.

#### **Position Overview**

Public Justice employs roughly 40 individuals working within two offices and several remote locations around the country. The ideal candidate will have prior experience in a non-profit organization in ensuring that HR policies, procedures, and programs are consistently administered, aligned with organizations goals, and in compliance with professional standards and state and federal law. The individual must be a self-starter and a team player demonstrating professionalism and the ability to prioritize tasks, analyze data, problem solve, think critically and create, improve, or refine systems within the Operations Department and overall organization as needed. The position is open immediately, is an exempt position, reports to the Director of Operations (DO), and is based in the organization's national headquarters located in Washington, DC.

#### **Job Responsibilities**

Under the direct supervision of the Director of Operations, the Human Resources Manager will focus on and handle day-to-day management of all matters pertaining to HR policies and procedures including employee relations issues. Responsibilities will include the following:

1. Manage the hiring process for all departments, including developing streamlined protocols, developing qualified and diverse applicant pools, and generally assisting in the recruiting, interviewing, hiring, and onboarding of personnel (including interns);
2. Work with managers to ensure that all job descriptions are consistent across departments and up to date;

3. Update and maintain employee policies and procedures manual, the organizational chart, and all personnel files;
4. Manage performance evaluation processes across Public Justice departments;
5. Develop and maintain training materials and resources to support employee well-being and productivity; to improve job and communication skills; and to incorporate diversity, equity, inclusion & access (DEIA) principles into daily work life;
6. Support internal and external community-building in a “hybrid” work environment (both in-person and remote) by helping plan and coordinate any staff retreats; planning and executing staff events and other staff recognition activities; and engaging alumni of Public Justice through network communication and activities;
7. Work with managers and/or consultants to keep the organization’s compensation packages in line with market research and best practices;
8. Manage all employee inquiries about benefits and enrollment or change requests;
9. Take the lead in investigating employee issues and conflicts and help bring them to resolution;
10. Ensure the organization’s compliance with local, state, and federal regulations pertaining to matters such as equal employment opportunity laws, unemployment compensation, OSHA, workers compensation, etc.;
11. Work with managers to coordinate succession planning of staff in the context of promotions, resignations, and/or terminations;
12. Coordinate and/or conduct exit interviews of separating employees;
13. Handle external HR inquiries (e.g., employment verification requests, unemployment compensation inquiries); and
14. Recommend process enhancements and initiatives to support the organization’s DEIA efforts.

### **Minimum Qualifications**

1. A bachelor’s degree from an accredited college or university in human resources or a related field, or an equivalent combination of education and experience.
2. Strong knowledge of employment law, and ability to analyze federal and state statutes and regulations.
3. Ability and interest to remain abreast of current developments in HR practices, trends and legal compliance issues.
4. At least seven (7) years of exempt-level experience working in a generalist capacity with HR matters while assuming progressively responsible duties, preferably in the non-profit sector.
5. Strong working knowledge of all HR functional areas such as, but not limited to, employee recruitment, benefits, compensation, records management, training, etc.
6. Excellent writing, organizational and verbal presentation skills.
7. Excellent computer skills, including proficiency in Outlook, Word, PowerPoint and Excel.
8. Ability to manage multiple projects/priorities in a fast-paced environment and possessing problem solving, critical thinking, and crisis management skills.
9. Ability to maintain confidentiality, be self-directed, be organized, and work with minimal supervision.

Public Justice offers a mission-focused work environment, a teamwork and community-oriented approach, and a competitive compensation package. We also offer a generous benefits package, including three weeks of paid vacation, two weeks of sick leave, and two personal days each year, all federal holidays and some local, employer-paid health, dental and vision insurance premiums, and a 401(k) plan. The salary range for this position is between \$75,000-\$85,000 per year, depending on experience. Public Justice requires those working in its offices to be fully vaccinated against COVID-19. Reasonable accommodations to this requirement based on disability or a sincerely held religious belief will be considered.

**To Apply:** Interested candidates should submit a:

- cover letter that conveys why you are drawn to Public Justice's mission and the objectives of this position and how your experience fits with those objectives;
- resume; and
- contact information for three references including full name, phone contact information as well as e-mail address.

The application deadline is **February 25, 2022**, at which point applications will be reviewed on a rolling basis until the position is filled. Please submit applications by e-mail to [pjjobs@publicjustice.net](mailto:pjjobs@publicjustice.net).

**Public Justice is an equal opportunity employer and values a diverse workplace. We strongly encourage applications from people with disabilities; people of color, including bilingual and bicultural individuals; LGBTQ individuals; people of all genders; veterans; and people of all ages. Public Justice is committed to providing reasonable accommodations to individuals with disabilities. If you are a qualified individual with a disability and need assistance applying online, please email [vni@publicjustice.net](mailto:vni@publicjustice.net). If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.**

For more information and to learn more about Public Justice, please visit our website at [www.publicjustice.net](http://www.publicjustice.net).