



**Job Title:** Analyst/Project Manager, Human Resources

**Reports To:** Director, Human Resources

**FLSA Status:** Exempt

**Department:** Chief of Staff Team

**Location:** Anywhere in U.S.

### **About SHPE**

SHPE (Society of Hispanic Professional Engineers) is a nonprofit organization serving and advancing Hispanics in STEM. With more than 13,000 student and professional members, SHPE's mission is to change lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development. To accomplish this, SHPE provides a variety of programming, services, resources, and events, including hosting the largest Hispanic STEM convention in the nation. For more information, visit <http://shpe.org>.

### **Mission**

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development.

### **Vision**

SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians, and engineers.

### **Job Description**

The Human Resource Analyst/Project Manager is an integral part of the SHPE team and provides administrative, analytical and project management support to the Human Resources Department ensuring effective and efficient operations. This position administers and responds to or resolves benefits-related, pay administration, payroll and general HR issues/questions and ensures effective use of all employee resources and positive employee relations. The Human Resource Analyst Project Manager supports the SHPE human resource office ensuring that the organization is operating in accordance with federal and state regulations. This role provides analytical, operations and project management support. Responsibilities also include record-keeping, file maintenance and HRIS data-entry functions.

### **Duties and Responsibilities**

- Oversees and administers health and benefit programs, including new enrollments, change requests, program updates and plan terminations.
- Collects and compiles HR metrics and data from a variety of sources including the human resource information system (HRIS) and payroll outputs, analysis of employee

surveys, exit interviews, employment records, government labor statistics, competitors' practices, and other sources.

- Analyzes data and statistics for trends and patterns with attention to recruitment, hiring practices, motivation, turnover, and compliance with employment laws and regulations.
- Prepares reports of data results, presenting and explaining findings to senior leadership.
- Identifies and recommends reasonable short- and long-term goals, milestones, and benchmarks for key performance metrics.
- Based on metrics and analysis, makes recommendations for policies and activities to improve the organizational culture including suggestions to attract and hire qualified candidates, to motivate and retain employees, to address staffing issues, and to maintain legal compliance.
- Facilitates implementation of new training, development, recruiting, and other related initiatives.
- May conduct or assist with conducting classification audits to ensure that jobs are properly classified as exempt or nonexempt.
- Ensures compliance with data privacy regulations and best practices.
- May assist HR leadership with staffing, recruiting, and departmental budgets.
- Assist with performance, benefit, and compensation review and evaluation processes.
- Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Performs customer service functions by answering employee requests and questions.
- Ensures all required payroll documents are completed, updated and on file e.g. I-9, W-4...etc.
- In the job offer process, ensures the appropriate requests are submitted e.g. new-employee background checks.
- Conducts audits & reconciles payroll, benefits and other HR programs and takes/recommends corrective action.
- Conducts or assists actions/tasks when employees exit the organization.
- Assists with recruitment and interview process. Tracks status of candidates in HRIS and responds with follow-up letters at the end of the recruiting process.
- Performs other relevant and related duties as required or assigned.

### **Desired Skills and Experience**

- At least 5+ years of Human Resources experience
- Understanding of SHPE's mission and vision
- Strong interpersonal communication skills (written and verbal)
- Strong planning and organizational skills
- Good project management skills and the ability to multi-task
- Strong data analytic reporting skills
- Experience with HRMS or PEO systems. Understanding what is involved in implementing, managing and maintaining a system is critical.

- Dependable and able to work without significant supervision
- Ability to partner and build relationships with staff and volunteers
- Practice utmost professionalism in a multicultural setting
- Ability to work collaboratively and independently
- Strong skills in MS Office including Excel, PowerPoint, Word, TEAMS, SharePoint)
- Ability to write & interpret reports, business correspondence, and prepare compelling PowerPoint presentations
- Must possess a degree of skill in logistics to properly plan the details and anticipate potential problems that may arise
- Ability to work cohesively with a team
- A good understanding of membership and non-profit associations
- Experience with cloud based Human Resources systems
- Excellent problem-solving, analytical, and evaluative skills
- Impeccable ability to prioritize tasks, contribute to a healthy, productive work environment, and follow through on duties as assigned

#### **Job Qualifications**

- Bachelor's degree in human resources or related field and/or equivalent experience preferred
- Experience with Paychex or other online HRIS software

#### **Work Environment (we are 100% virtual, do we need this?):**

- Moderate noise level
- Demonstrated ability to work both independently and collaboratively
- Ability to meet deadlines
- 5% travel

#### **Demonstrated Competencies:**

- Passion for and responsibility to the department
- Leadership through innovation
- Passion for what you do and a drive to improve
- Displays a relentless commitment to excel
- Displays personal and organizational integrity
- Willingness to learn and respond to feedback

#### **COMPENSATION AND BENEFITS**

- Annual salary is commensurate with experience

- Benefits package includes medical, dental, vision, retirement plan with employer match, tuition reimbursement assistance & professional development program and vacation.

### **SUBMISSION REQUIREMENTS**

Interested candidates should submit the following items electronically to [HR@shpe.org](mailto:HR@shpe.org)

- Resume
- Cover letter (with the subject Analyst/Project Manager, Human Resources)
- 3 professional references
- Salary requirements

**Note: Submission deadline is revolving until filled. Salary Range is \$70,000 - \$80,000**

### **EEO STATEMENT**

It is the policy of SHPE not to discriminate against any individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity, gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws. SHPE is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SHPE promotes equal opportunities for all employees and applicants for employment. Further, SHPE will fully comply with all applicable equal employment federal, state and local laws and regulations.