



Posting Date: August 21, 2020

COLORADO SPRINGS HOUSING AUTHORITY

JOB ANNOUNCEMENT – OPEN COMPETITIVE

Human Resources Generalist – Full Time

Salary Range: \$28.00 - \$38.00 hourly

Benefits include: Health Insurance, vacation, life insurance, PERA, etc.

FLSA Status: **Non-exempt**

Description of Responsibilities:

Supports the organization by implementing and administering human resources programs or policies. Implements human resources programs by providing human resources services, which may include recruiting and staffing, administration of compensation and benefits programs, training and development, employee relations, affirmative action/equal employment opportunity compliance and other areas. Completes personnel transactions and maintains associated records. Collects and analyzes internal and external information in order to compare the organizations HR practices to those prevailing in all pertinent areas to proactively address prevailing and/or upcoming HR requirements. Ensures compliance with applicable labor laws or regulations.

Required Experience:

Performs work under minimal supervision. Handles complex issues and problems; is the HR subject matter expert for the organization to possesses comprehensive knowledge of subject matter; would consult with higher-level staff on only the most complex issues; and knows how and where to obtain any necessary HR tools and resources. Collaborates with other functional experts across the enterprise to deliver HR solutions.

Required Skills:

Typically requires a bachelor's degree and 4 to 6 years of experience.

Possess HR certifications such as Certified Compensation Professional (CCP); Senior Certified Professional (SCP) and/or Senior Professional in Human Resources (SPHR).

How to Apply: Email Resume to: kcs@csha.us.

Closing Date: Tuesday, August 25, 2020 4:00PM.

For information on Colorado Springs Housing Authority and our company culture, visit our website at www.csha.us.

Colorado Springs Housing Authority is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.