



## **U.S. Figure Skating Human Resource Manager**

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Human Resources Manager U.S. Figure Skating is a member of the United States Olympic Committee (USOC) and the International Skating Union (ISU).

**Responsibilities Include:** The HR Manager is responsible for the completion of the tasks listed herein. Emphasis will be placed on level of experience, flexibility and professionalism. Hours are Monday-Friday, 4 hours a day, 20 hours a week.

**Qualifications:** Applicant must hold a bachelor's degree in HR Management or related field. Exceptional written and verbal communication, strong attention to detail, organization and planning skills. Ability to maintain confidentiality. Ability to establish and maintain effective working relationships with all staff and vendors. Must be able to handle difficult situations with diplomacy in a professional manner and possess a high degree of personal integrity. Strong analytical skills to interpret and evaluate various methodology and associated data. A minimum of five (5) years human resource experience required. Minimum two (2) years supervisory experience required. Ability to interpret and apply Federal, State and local policies, laws and regulations. An attentive and detail-oriented self-starter with the ability take initiative and ownership of projects will be successful in this position. Proficiency in Microsoft Applications (Word, Excel, PowerPoint, Outlook). Payroll experience is preferred. A PHR or SPHR certificate preferred.

**Classification:** Exempt (salaried position)

**Reporting Requirement:** Reports to Executive Director

**Pay:** Commensurate with experience

**Application:** Send letter of application: [thall@usfigureskating.org](mailto:thall@usfigureskating.org). Please have references available upon request. No calls will be accepted. Review of resumes and applications will begin immediately and applicants will be accepted until the position is filled.

**Duties and responsibilities include, but are not limited to, the following:**

- Serves as a strategic resource for staff regarding recruitment, employee retention, performance management, workforce planning, employee relations, training needs, benefits and compensation; collaborates with appropriate staff to develop strategy and achieve business goals.
- Supervises human resources functions and services including the employment and new hire processes; oversees the vacancy announcements, assists hiring managers with screening of employment applications, and interviewing selection process.
- Provides consultation and interpretation of U.S. Figure Skating policies and procedures; ensures compliance with local, State and Federal laws.
- Submit compliance reports in a timely manner annually and as necessary.

- Manages and administers the benefits & employee programs.
- Reviews employee handbook on an annual basis and submits edits to management for review.
- Compiles reports for both internal departments upon request and handles outside agency requests.
- Identifies opportunities for improving employee services and procedures; identifies resource needs, reviews with appropriate management staff, and implements improvements.
- Establishes and fosters effective working relationships and strong business partnerships.
- Establishes, maintains and archives personnel files for all employees.
- Reviews, reconciles and submits benefit invoices to accounting.
- Provides a secondary layer of oversight and support to the payroll department.
- Performs other duties as required.

U.S. Figure Skating is committed to making decisions regarding recruiting, hiring, promoting, assignment, training, termination, and other terms and conditions of employment without unlawful discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, or any other factor that the law protects from employment discrimination.