



Position: Specialist, Human Resources
Location: Remote
Employment type: Full-time, Exempt
Reports to: Director, Talent & Culture
Direct Reports: None

Mission

EdReports is at the forefront of the curriculum reform movement. By increasing the capacity of educators to identify and demand the highest quality curriculum, EdReports is both disrupting a multibillion-dollar market and transforming the way students are taught and ultimately perform. With the firm belief that what is taught matters and that all students deserve high quality materials, EdReports publishes free, online, evidence-rich reviews of instructional materials.

Purpose of Position

The Specialist, Human Resources will play a critical role in the success of EdReports. This individual will be responsible for the research, implementation, and maintenance of the organization's Human Resource Information System (HRIS) and, in partnership with the Director, Talent & Culture, lead the execution of a multifaceted strategy for Human Resources operations. As EdReports continues to grow, it's imperative that HR functionality grows alongside the organization. The Specialist, Human Resources will be a key contributor to that growth and joins the organization at an exciting moment of innovation in this aspect of our work.

This individual will be a member of the Human Resources team, and their work will directly impact every individual within the organization. This position provides a unique opportunity for an independent, strategic thinker, highly skilled in project management and execution, who is passionate about our mission, enjoys working with internal and external stakeholders at all levels, and wants to contribute to the success of a growing organization.

Key Responsibilities

Lead Strategic Implementation and Maintenance of HRIS – 60%

- Lead the research, implementation, and maintenance of the HRIS to ensure optional functionality, which may include installation, customization, development, maintenance, and upgrade to applications, systems, and modules;
- Develop, maintain, and communication of HRIS functionality manual;
- Provide technical support, trouble-shooting, and guidance to HRIS users;
- Collaborate with executive leadership and HR staff to identify system improvements and enhancements; recommends and implements solutions;

- Manage permissions, access, personalization, and similar system operations and settings for HRIS users;
- Program custom functions and documentation such as automated queries, filters, macros, and reports;
- Compile or assist with the acquisition of complex data reports, summaries, and logs for leaders across the organization and HR staff;
- Serve as lead representative and liaison between HR, information services, external vendors, and other stakeholders for HRIS design and implementation projects;
- Ensure system compliance with data security and privacy requirements;
- Assist with preparation of plans, policies, documents, and reports including EEO-1, affirmative action plans, organizational charts, labor agreements, and employee handbooks;
- Maintain knowledge and understanding of laws and regulations as related to EEO, unemployment, compensation and benefits, and human resources;
- Maintain knowledge of trends and developments in HRIS providers, vendors, and technology, as well as changes in human resources, talent management, and employment law;
- Perform other duties as required.

Support Organizational Learning and Development – 30%

- Develop and execute training opportunities across the organization as related to HRIS functionality;
- Partner with other members of the Human Resources team to develop and execute trainings related to HRIS functionality, including hiring, onboarding, offboarding, and talent management;
- Perform routine tasks required to administer and execute HR programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

Other - As Assigned – 10%

- Contribute to the overall strategic direction and effectiveness of the HR function;
- Lead and support cross-functional teams on projects as needed; and
- Other duties as assigned.

Qualifications:

- Passion for EdReports' mission and vision and our core values and commitment to Diversity, Belonging, Inclusion, and Equity;
- A minimum of eight years of professional experience in human resources management or similar role;
- Experience with implementing and managing a data management, particularly with HRIS and/or ATS systems;
- Thorough understanding of laws, regulations, and guidelines related to HR;

- Demonstrated record of strong written and verbal communication and influencing with various audiences;
- Ability to multi-task and manage competing demands and deadlines, while continuing to produce high-quality work;
- An ability to successfully navigate ambiguity, maintain flexibility, work independently and collaborate with colleagues other stakeholders in a virtual work environment;
- Fluent in MS Office suite (Excel, PowerPoint, etc.) and Google suite;
- SHRM-P or SHRM-SCP or other related Human Resources certification preferred; and
- Bachelor's degree in Human Resources, Business, or related field preferred but not required

Benefits:

We offer a highly competitive benefits package for eligible employees that includes PTO, prorated to start date, of 4 weeks of vacation per calendar year, 3 personal days, and unlimited sick time; medical, dental, and vision insurance; short and long-term disability insurance; life insurance; 401(k) retirement plan, a whole host of ancillary benefits, and thirteen (13) paid holidays.

Salary:

The salary for this position is \$97,000 annually. At EdReports, in determining a final salary for a position, we consider the experience and skill of the candidates while striving to maintain equity in our compensation bands. For this and other reasons, our salary offers are non-negotiable.

We Value All Voices:

EdReports is committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live, work, and serve. As such, all employment decisions at EdReports are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran or disability status, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.