



POSITION DESCRIPTION

Tech Dump, a division of Jobs Foundation, is a growing 501(c)(3) social enterprise providing job training and practical experience for adults facing barriers to employment to prepare them to be more valuable employees with an expanding future. We accomplish this through recycling (Tech Dump) and refurbishing (Tech Discounts) electronics at two locations in the Twin Cities.

TITLE: Human Resources and Payroll Specialist

REPORTS TO: Director of Talent

LOCATION: Tech Dump HQ, 860 Vandalia St, St Paul (with occasional hrs in Golden Valley)

SUMMARY:

This position provides human resources and payroll services and guidance to Tech Dump and Tech Discounts staff in areas such as payroll administration, staffing, recruitment, performance management, new hire orientation, employee programs, and benefits.

ESSENTIAL ACCOUNTABILITIES:

Human Resources: 60%

- Works with managers on recruitment and hiring activities, coordinating job postings and advertising, forwarding applications to managers, maintaining job search files, corresponding with candidates, and assisting with offer letters.
- Works with management in the preparation and coordination of the performance review process.
- Coordinates worker's compensation claims, and return to work activities with EHS Specialist.
- Prepares documents for HR file (new hire letter, compensation, changes, and terminations); maintains confidential employment files; processes new employee and trainee paperwork for payroll start-up (I-9, W-4, payroll documentation).
- Under direction, responsible for the administration of HR policy/benefit-related activities.
- Maintains files and recordkeeping for state and federal compliance (e.g. HR/personal files, I-9, search files, timekeeping, and payroll reports).
 - Handles unemployment compensation claims.
- Handles employee termination activities (e.g. payroll documentation, exit interview, coordination with supervisor).
- Advances equity and inclusion efforts.
- Assists staff with HR-related questions, HR policies, employee manual information, and employee relation issues.
- Coordinates worker's compensation claims, and return to work activities with EHS Specialist.
- Serves as a resource for disciplinary guidance and procedure.
- Coordinates employee manual review and updates.
- Work with managers to create/update job descriptions for positions
- Maintains required federal and state postings at all locations.
- Provides support to other projects and duties, as assigned.

Payroll Administration: 40 %

- Serves as the primary point of contact for payroll.
- Under direction, prepares and processes the weekly & semi-monthly payrolls and reports.



- Processes employee changes in the HR payroll system.
- Tracks information for internal management.
- Provides timely reporting to supervisors to ensure informed staffing decisions (e.g. weekly Reliability Report, OT report, Open Headcount report, etc.)
- Tracks PTO time, leaves of absence, and other absences for approval and recordkeeping.

OUTCOMES OF THIS POSITION:

- Achieving organizational excellence.
 - Maintaining the company's policies, procedures, and employee manual.
 - Maintaining transparency when communicating benefits.
- Delivering results that enrich the organization's value to employees.
- Achieving low turnover and high employee satisfaction and engagement.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in business preferred, or 4 years of HR experience in lieu of degree.
- Minimum 3 years HR experience in the areas of, staffing, employee relations, and benefits. Demonstrated knowledge of human resources policies and procedures.
- Commitment to advance diversity, equity, inclusion, and anti-racism at Tech Dump/Discounts.
- Intermediate PC software skills, including Microsoft Office (Word, Excel), Google Docs, and database administration required.
- Ability to maintain confidential information, handle situations with discretion, establish effective working relationships, respond with a sense of urgency, ability to successfully communicate and work with others.
- Demonstrated ability to analyze alternative solutions and make recommendations; process and procedure-oriented with attention to detail and deadlines.
- Support of and ability to reflect the Daily Expectations of Tech Dump: Teamwork, Respect, Responsibility, Commitment, and Hope.

Additional Position Information:

- *Pay Range:* \$19-\$25/hour
- *Vaccination Requirement:* Must be fully vaccinated or have completed your 1st dose **prior** to your start date.
- *Benefits:* Full benefits package available after 60 days of employment including group health plan, employer HSA contribution, STD, LTD, and a retirement match
- *Classification:* Non-exempt, according to FLSA guidelines.
- *Physical Requirements:* The office environment includes regular standing, walking, and sitting at a desk, use of PC, occasional lifting of approximately 10 pounds.
- *Work Schedule:* Full-time (40 hrs/week) Hours: Monday - Friday 8:00 a.m. to 4:30 p.m.
- *Other:* This position may include occasional travel within the Twin Cities metro area for meetings at several locations. Occasional evening or weekend availability may be necessary.

This job description may not cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Activities and responsibilities may change at any time.

Tech Dump is an equal opportunity employer.

Updated on August 9, 2021