Human Resources Business Partner

*(Full-time, Exempt)*

**Reports to:** Chief Financial Officer  
**Salary Range:** $60,000 - $70,000

**Who We Are:**

Northern Colorado’s NPR Member Station, KUNC, aims to strengthen our communities by cultivating the mind and spirit - informing, inspiring and entertaining. KUNC is a staple for many individuals within northern Colorado, serving numerous rural, mountain and city communities for over 50 years.

KUNC News is a team of dedicated journalists, who are committed to telling the stories of our diverse communities, reflecting the people who live in those communities, and amplifying their voices. We operate with a team mentality, creating engaging and relevant content focusing on internal and external collaboration and experimenting in content styles and distribution.

Our non-commercial music service, The Colorado Sound, offers unique and diverse music discovery programming. We are based in Northern Colorado but heard throughout the state, across the country, and around the world. The Colorado Sound brings the spirit and soul of Colorado to our listeners through a cross-genre mix of new music, familiar favorites, and regional standouts.

Community Radio for Northern Colorado (CRNC) is our 501(c)3 parent organization.

KUNC and The Colorado Sound are in a pivotal location on the front range of the Rocky Mountains, meaning you have day-access to world-class skiing and hiking, popular educational institutions such as the Denver Art Museum, and our beloved legendary music venues, including Red Rocks Amphitheatre.

**Who We are Looking For**

We are steadily growing into the future with new organizational leadership. We want someone who can help drive change with best practices, improve talent and be a positive, respected leader with a proven ability to think strategically and creatively. A person who possesses strong relationship management skills with a tactful, diplomatic, collaborative demeanor would fit in well.
Position Summary:
The Human Resources Manager is a key member of leadership and is critical in implementing and driving the vision set forth by the CRNC Board of Directors and the President/CEO.

The HR manager holds overall responsibility for all human resources activities from employee recruitment, onboarding, and benefits management, as well as, driving the culture within our organization to be inclusive, respectful, and forward-thinking. Succeeding in this position requires a self-motivated, organized individual with high emotional intelligence and commitment to the health and growth of a cornerstone community organization.

Essential Functions:

Benefits Management
- Work with ADP and employees regarding benefits questions
- Review monthly benefits bills to ensure appropriate billing
- Manage and organize open enrollment process
- Coordinate COBRA enrollment with terminated employees as well as 403b distribution options
- Communicate and coordinate Short Term Disability as related to Maternity Leave, Accident, Illness, etc. as well as Long Term Disability.
- Maintain all employee HIPAA files, ensuring complete confidentiality

Hiring
- Coach and guide hiring managers through the recruiting, interviewing, and hiring processes.
- Employ innovation and keep current with sourcing candidates using various traditional and non-traditional methods (networking, social media, etc.).
- Lead strategic efforts in recruiting BIPOC, underrepresented, and diverse candidates; collaborate with internal team members.
- Conduct phone/Zoom screens.
- Ensure candidates receive a high-quality and positive experience from application to offer.
- Find solutions to recruiting challenges.
- Coordinate all required paperwork and records.

Other Human Resource Activities
- Prepare the monthly payroll HR related pay documentation prior to payroll being run.

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• Communication of, and adherence to, current US and Colorado compliance laws as dictated by the DOL, OSHA, FLSA, ADA, etc.
• Assist employees seeking position-specific training opportunities.
• Conduct regular Employee File Audits.
• Assist in conflict resolution.
• Manage and oversee regular staff trainings i.e., DEI, Leadership, Anti-discrimination, Anti-Harassment, etc., ensuring compliance with CPB regulations.
• Manage and oversee annual Employee Handbook audit process.
• Design and produce employee recognition programs.
• Assist with bridging the “at-work” and “remote-work” cultures
• Manage and oversee Employee Satisfaction surveys
• Oversee distribution of employees annual compensation summary letters, W2’s

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Education, Training and Experience:
• 2-3 years or more of human resources experience
• Bachelor’s degree in human resources, business administration, or a related field from an accredited college or equivalent comparable work experience
• Proficiency with Microsoft Office products such as Outlook, Word, Excel, and PowerPoint
• Previous DEI training required
• SHRM certified not required, but helpful

Skills:
• Ethical and professional and can maintain and handle sensitive information.
• Excellent written and oral communication skills.
• Experience in conflict resolution.
• Proven ability to consistently work well with others, always demonstrating respect for diverse constituencies.
• Experience in consulting, influencing, negotiating, and closing job candidates.
• Ability to prioritize, handle multiple responsibilities at once, and shift gears quickly.
• Ability to independently work on projects and/or with staff.
• Ability to collaborate and lead teams.
• Familiarity with recruitment and employment regulations, especially in the state of Colorado.
We know there are qualified candidates out there who may have relevant skills and experiences that may not fit into what we’ve described below. If that’s you, please don’t hesitate to apply and tell us about yourself. We will look for any combination of education, training and experience that will help you be a successful team member.

Work Environment and Physical Demands:

• The work environment will be at the Greeley office when not remote as approved. Applicant needs to reside in the state of Colorado.
• We require all employees and contractors to provide proof of COVID-19 vaccination and follow all established CRNC guidelines.
• The Greeley office environment: locked building accessible by FOB with overhead lighting with low-to-moderate noise levels
• Prolonged periods of remaining in a stationary position
• The ability to frequently operate a computer and other office productivity machinery such as a laptop, office printer, telephones, etc.
• The ability to frequently and professionally communicate with applicants, industry colleagues and co-workers, via telephone, email, Slack, and other means of communication as needed.

SELECTION PROCESS: Position will remain open until filled. For best consideration, apply by 11:59pm MT on Monday November 29th, 2021

We offer competitive salaries and generous benefits including:

• Health, dental and vision care with one plan that provides 100% of premiums for employee paid by employer
• Employer-provided Life & AD&D as well as Short-term and Long-term disability insurance
• 403b retirement with company match after one month of employment
• 10 paid holidays, +1 floating holiday
• Maternity/paternity/partner/adoption leave
• Flexible work environment with some remote work possible in most situations

You will receive an email acknowledgment when you have successfully applied. You will be notified if you are selected for further questions or interviews via email. Please keep your contact information up to date.

KUNC and The Colorado Sound are an equal opportunity employer and strongly encourage diversity in the workplace.

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