



U.S. Figure Skating Human Resources Generalist

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 Generalist. U.S. Figure Skating is a member of the United States Olympic & Paralympic Committee (USOPC) and the International Skating Union (ISU).

U.S. Figure Skating is an Equal Opportunity Employer and does not discriminate on the basis of race (including race-based hair traits), color, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or any other status or characteristic protected by law or regulation. We are committed to building and sustaining a diverse team by maintaining hiring and recruiting processes that are free from bias.

Responsibilities Include: The Human Resources Generalist is responsible for the completion of all HR activities and functions for the organization. This will include assisting the Chief Financial Officer maintain the Paychex system, supporting managers with the hiring of staff, administering employee changes, enforcing the policies and procedures, onboarding and offboarding of all employees, overseeing the performance management and salary adjustment process annually, administering all changes to benefit elections with insurance carriers, partnering with Finance to pay HR vendors, and all other HR-related functions, as needed, to ensure a positive and effective employee-centric organization.

Description and Responsibilities Include:

- Serving as the primary Human Resources resource for staff regarding talent acquisition, employee retention, performance management, workforce planning, employee relations, training, benefits, and compensation.
- Collaborating with senior leadership to develop strategy and achieve business goals by utilizing useful HR metrics to drive business decisions.
- Oversees the overall lifecycle of an employee, including but not limited to the job posting, interviewing, hiring, onboarding and offboarding processes. Manages employee recognition programs.
- Providing consultation, interpretation and employee adherence of U.S. Figure Skating policies and procedures; ensures compliance with local, State and Federal laws. Submits compliance reports in a timely manner, as necessary.
- Partnering with the Director, Diversity, Equity and Inclusion to continual review and find ways to implement DEI initiatives across HR functions to create a more welcoming workplace for all.
- Managing and administers the benefits programs; closely collaborates with the external insurance broker to ensure effective management of all U.S. Figure Skating employee benefit plans.
- Reviewing, reconciling, and submitting employee benefit invoices to accounting.

- Maintain accurate employee information in the HRIS; ensuring company compliance with record retention and pay practices. provides support to the payroll department, as needed.
- Reviewing Employee Handbook on an annual basis and submits edits to management for review.
- Compiling employee personnel report for both internal departments, upon request, and handles outside agency requests.
- Handling employment-related inquiries from applicants, employees, and supervisors.
- Assists with all employee disciplinary action, terminations and employee investigations.
- Establishing and fostering effective working relationships, and strong business partnerships and promotes a positive work environment for all employees. .
- Monitoring regulatory changes and best practices in the HR discipline and proposes new ideas to senior leadership for consideration.
- Driving engagement and recognition activities that lead to improved employee satisfaction and retention scores.
- Conducting stay interviews, exit interviews and gathers employee feedback in efforts to promote positive culture within the organization.
- Performing other duties as assigned.

Qualifications: Candidate must have a minimum of five (5) years Human Resources experience. A bachelor’s degree in human resources or related field, is preferred. A PHR, SPHR, SHRM-SCP or SHRM-CP certification strongly desired. Exceptional written and verbal communication skills; excellent organization and proactive planning skills and attention to detail. 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. Ability to interpret and apply Federal, State, and local policies, laws, and regulations. An attentive and detail-oriented self-starter with the ability to take initiative and ownership of projects will be successful in this position. Proficiency in Microsoft Applications (Word, Excel, PowerPoint, Outlook). Payroll experience is preferred.

Classification: Exempt

Reporting Requirement: Reports to General Counsel

Pay: Commensurate with experience; Annual Base Salary Range \$50,000 - \$70,000

Benefits: We offer a comprehensive benefit package including: a retirement plan (403b), health, vision and dental insurance, STD and LTD, Life insurance and AD&D, and a generous PTO program. Employee may also be eligible for annual bonus program.

Application: Send letter of application and resume to John Anderson, janderson@usfigureskating.org. Applications will be accepted until the position is filled.