



HUMAN RESOURCES SPECIALIST

Since 2002, PV Squared has provided custom solar energy solutions to businesses, nonprofits and homeowners in the Pioneer Valley and surrounding regions. We are driven by a commitment to building a healthier environment, strengthening the communities we serve, and practicing workplace democracy. We see our people as our most valued asset and we believe our greatest impact can only be achieved collectively.

The HR Specialist is responsible for facilitating and overseeing all facets of human resources and workforce development at PV Squared. This position will work closely with the Management Team as a member of the Admin Team to measure and manage the performance of strategic initiatives.

Responsibilities:

- Ensure compliance with all federal and state regulations and company policies in the areas of medical leaves, labor/employment, safety & training, payroll & benefits and employee records
- Develop and manage annual HR and training budget; perform periodic cost and productivity analyses
- Ensure that safety violations, hazards and accidents are documented and legally addressed
- Oversee all phases of hiring, training, licensure, and employee performance assessments
- Foster a diverse, equitable, and inclusive company culture, while proactively addressing symptoms or systems of inequality and discrimination as they arise
- Conduct and oversee the investigation, implementation and documentation of employee relations issues
- Research and make recommendations on new or alternative benefits, as requested by the Board of Directors or Management. Negotiate with carriers regarding rates, services, administration and coverage
- Oversee and follow up on worker's compensation claims with employee, manager, medical facility and insurance company, communicating information as needed
- Work with the Management Team and Board of Directors to address additional needs of the cooperative as they arise

Qualifications and Experience:

- 3+ years of proven experience in a similar role
- Experience creating inclusive environments or experience in anti-oppression or social justice work
- Ability to exercise extreme diplomacy, sensitivity, compassion and confidentiality
- Strong organizational skills and ability to prioritize multiple tasks
- Highly collaborative work style; proven ability to synthesize the disparate views of your colleagues into holistic, aligned recommendations

What We Offer:

- Salary range of \$64,000 - \$75,000
- As a worker-owned cooperative we offer an employee-friendly benefits package, including, but not limited to:
 - Employer-paid health, dental, and vision insurance
 - Paid time off plus 12 holidays
 - Retirement Savings Plan
 - Health savings accounts
 - Company cell phone, mileage reimbursement, and other reimbursements
 - Short and long term disability, and life insurance
- A collaborative, cooperative and democratic work environment
- Path to shared worker-ownership of the business and profit sharing
- Participation in group decision making and cooperative governance
- Professional development and technical training stipends

We are looking for people who are passionate about making a positive impact and being part of a cooperative environment. As a worker-owned cooperative, we take pride in our work and we respect the investments our clients are making. We've built our reputation on strong word of mouth, quality craftsmanship, and outstanding client care. We are an anti-oppression organization committed to anti-racism and ongoing learning, reflection, and showing up for the communities in which we live and work. The collective sum of our individual differences contributes to the work we proudly produce and the collaborative approach we take.

This is a full-time position based in Greenfield, MA. PV Squared is an Equal Opportunity Employer and holds MA Elec. Lic. 3877 A1. PV Squared is committed to fostering a diverse, equitable, and inclusive company culture. Compensation based on experience and qualifications. To apply, please email your cover letter and resume with "HR Specialist" in the subject line to careers@pvsquared.coop. We look forward to hearing from you!