

# Position Profile

## **ORGANIZATION:**

Audacity HR

## **POSITION:**

Human Resources Consultant

## **APPLICATION DEADLINE:**

Applications are preferred by February 9, 2025,  
with review of candidates beginning immediately.  
We encourage early applications.

## **APPLICATIONS:**

[careers@audacityhr.com](mailto:careers@audacityhr.com)

## **INQUIRIES:**

[stacy@audacityhr.com](mailto:stacy@audacityhr.com)

Audacity HR is pleased to announce the search  
for a **Human Resources Consultant**  
in Duluth, Minnesota.



<https://audacityhr.com>



# Audacity HR

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## About Audacity HR

We are forward-thinking and innovative HR consulting and training professionals. We have the audacity to believe that HUMANS are the most important part of Human Resources and the cornerstone of organizational success! At the nexus of people and policy, we enhance mission driven outcomes that align with core values, engage employees, and build inclusive cultures that thrive.

## About the Position

As a consultant, this position influences all aspects of the Human Resources function including: recruiting/retention, hiring/onboarding, benefits, performance management, culture/engagement, diversity/inclusion/equity, legal compliance, training and development, documentation, discipline, and employment separation.

## Skills and Abilities

- You have an entrepreneurial mindset and are looking for a growth opportunity and enjoy business development.
- You have the ability to break down complex federal and state laws and regulations into practical guidelines and policies.
- You manage multiple projects and competing priorities with skill, tact, and a high attention to detail.
- You are committed to creating workplace cultures that support employee wellbeing, inclusion, and belonging.
- You love a challenge and are a respectful problem solver with the ability to maintain confidentiality.

## Education, Experience & Qualifications

- Degree in Human Resources or a related field or commensurate experience; advanced degree highly desirable; HR certifications (ex: SHRM-CP) a plus.
- Three + years of HR experience, with extensive exposure to recruitment, hiring, onboarding, benefit administration, employee relations, performance management, HRIS, training and development, and employment separation.
- Employment law experience with juris doctorate degree highly desirable.

- Demonstrated leadership skills; experience consulting and educating senior leaders on HR-related topics.
- Extensive knowledge of federal and state laws and regulations affecting employer practices and compliance requirements.
- Familiarity with HR planning, including compensation practices and data analysis; deep understanding of current HR trends and best practices.
- Experience in revising or developing new HR policies and procedures to meet changing organizational needs.
- Resourceful and able to find creative solutions, thinking beyond current systems and approaches, while recognizing the impact of decisions and actions on the entire organization.
- Understanding of best practices and experience in building inclusive and engaged workplaces with an equity lens; experience supporting multi-generational and diverse workforces.
- Ability to effectively navigate conflict and manage difficult situations confidently and calmly; demonstrated ability to coach and counsel management and employees.
- Excellent interpersonal and communication skills; able to partner effectively with a variety of internal and external stakeholders; able to influence through listening, presenting, and writing.

### **Key Areas of Responsibility**

Essential duties and key areas of responsibility include:

#### **Relationship Management**

- Support organizational leaders in implementing HR policies, answering questions, and being a source for HR knowledge and expertise.
- Facilitate difficult interactions and resolve conflict among stakeholders to achieve optimal outcomes. When applicable, conduct effective, thorough and objective investigations while maintaining confidentiality.
- Identify opportunities and take action to build trust and maintain meaningful and collaborative connections with stakeholders.

#### **HR Insights and Employment/Labor Law**

- Interpret data and ask critical questions to recommend HR solutions that support culture and strategy.
- Innovative mindset to stay at the leading edge of HR best practices.
- Maintain in-depth knowledge of changing employment regulations/laws and implement/update policies, procedures and systems. Stay updated and ensure alignment with best practices by participating in continuing educational opportunities, reading professional publications, and maintaining professional networks.

## **Recruiting, Hiring, and Onboarding**

- Develop strategies to identify and recruit diverse talent and proactively cultivate talent pipelines.
- Create effective hiring and onboarding protocols, critically examine and update benefits to stay current with organizational and employee needs.

## **Performance Management, Culture, and Engagement**

- Insight and experience with implementation of performance management approaches that provide timely, honest, and respectful feedback.
- Maintain knowledge of industry trends and best practices in workplace development, coaching, culture, and change management.
- Understand the building blocks to employee engagement. Design engagement surveys and lead the analysis and organizational response to findings.
- Exhibit understanding, sensitivity, and responsiveness to the many aspects of employee diversity and guide policy/process to enhance diversity, equity, and inclusion.

## **Physical Demands**

This position is based in Duluth, MN and works in a traditional office setting with potential for a hybrid schedule.

## **Work Environment**

This position often is the first point of contact for clients and community partners and requires proficiency in working with diverse communities. They must thrive in a busy setting with frequent interruptions and have the ability to prioritize and problem solve.

## **Compensation and Benefits**

This is a full-time, exempt position. Competitive compensation package includes:

- Salary Range: \$70,000 - \$90,000
- Salary Range with juris doctorate and employment law experience: \$80,000 - \$108,000
- Up to four weeks of paid time off (PTO)
- Ten paid holidays
- Short Term Disability, Long Term Disability, and Life Insurance
- Simple IRA with up to 3% employer match

## **Application Process**

Interested candidates should submit their **resume and cover letter** to: [careers@audacityhr.com](mailto:careers@audacityhr.com).