

MYERS PARK PRESBYTERIAN CHURCH

JOB DESCRIPTION

HUMAN RESOURCES MANAGER

Department: Administration
Reports to: Executive Director
FLSA Status: FT / Exempt
Revised Date: October 2022
Group: 3

POSITION SUMMARY

Administers policy and human resources activities, such as staffing, recruiting, onboarding, compensation, employee relations, benefits, training, and employee services.

QUALIFICATIONS:

- Bachelor's Degree in Business Management, or a related field, along with five years of progressively responsible experience providing direction and support in Human Resources
- Demonstrated computer skills, particularly in Microsoft Office, and integrated church management system including payroll and timekeeping modules or other human resource database system/software
- Demonstrated leadership and managerial skills

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides guidance to supervisors in personnel policies (disciplinary action, counseling, wage reviews, interviews, etc.) as well as monitors policy compliance
- Plans and directs implementation and administration of employee benefit programs such as health insurance, dental insurance, disability insurance, life insurance, optical insurance, employee assistance, retirement, and flexible spending
- Reviews payroll before each production run
- Confers with management and supervisors to identify personnel needs, job specifications, job duties, qualifications, and skills
- Writes and edits job descriptions written by others ensuring they are up to date and compliant with all applicable laws and regulations
- Screens and refers candidates for additional interviews within the organization as well as assisting search committees as needed
- Analyzes wage and salary reports and data to recommend competitive compensation plan to Executive Director and Personnel Committee for review
- Administers bi-annual salary survey
- Prepares personnel forecast to project employment needs
- Participates in development and administration of performance review system to ensure compliance with salary administration guidelines as well as assist supervisors with performance challenges
- Writes directives and provides training as needed advising department managers of policy regarding equal employment opportunities, compensation, and employee benefits as well as monitors policy compliance
- Evaluates policy and practice compliance-with all applicable laws and regulations
- Oversees the analysis, maintenance, and communication of records required by law or church governing bodies, and the Session through its Personnel Committee

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- Partner with managers to address employee relations issues to include setting the cultural tone and expectations from an Administration standpoint
- Maintain HR systems and processes
- Oversees monthly/annual staff gatherings and celebrations
- Other duties as assigned by the Executive Director

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to organize and initiate work with a minimum of supervision
- Ability to prioritize and manage multiple projects and adapt production timelines to changing conditions
- Ability to work both independently and collaboratively within a team to assess needs and produce results
- Ability to establish and maintain positive working relationships
- Ability to effectively communicate through spoken, written, and electronic means
- Demonstrates strong organizational skills
- Ability to maintain confidentiality
- Ability to read, interpret and analyze complex documents
- Ability to prepare budgets and use financial statements

SUPERVISORY RESPONSIBILITIES

- This position directly supervises the Human Resources Assistant and the Receptionist

PHYSICAL AND MENTAL REQUIREMENTS

- Physical requirements include but may not be limited to frequent handling of files, books, computer equipment and boxes of documents, keyboarding, operating a telephone, and other office equipment.
- Mental requirements include but may not be limited to general math functions, and intermediate reading, speaking, reasoning, writing abilities.
- The employee is occasionally required to be mobile throughout the buildings and attend off-site functions.

WORK ENVIRONMENT

The noise level in the work environment is moderate.