

Position: Human Resource Manager

Reports to: Chief Financial Officer

Supervises: N/A

Position Type: Full Time, Exempt

Purpose

Maintains and enhances CoE22's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

Experience/Key Competencies

- Bachelor degree or equivalent work experience
- 4-6 years of progressive or corporate HR experience to include demonstrated working knowledge of at least two HR disciplines: employee relations, staffing, employee benefits, training, development or compensation
- Demonstrated knowledge of applicable employment laws and regulations
- Experience with Human Resource Management Systems (Peoplesoft, ADP)
- Demonstrated ability to manage confidential and sensitive information with professionalism and discretion
- Strong communication skills both written and verbal
- Excellent organization, planning, prioritization and problem solving skills
- Ability to build effective individual and team relationships
- Possess strong computer skills, proficient in Microsoft Outlook, Word, Excel and have the ability to learn and use new computer software

Key Responsibilities

- Maintains the overall work structure by updating job requirements and job descriptions for all positions
- Maintains CoE22 staffing levels by establishing a sourcing, recruiting, and interviewing program; counsel's managers on interview process and candidate selection; conducts and analyzes exit interviews; recommends changes
- Prepares employees for job assignments by establishing and conducting orientation and training programs
- Maintains a competitive compensation plan by conducting periodic salary surveys; conducting job evaluations; preparing base pay and merit budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing compensation structure revisions when needed
- Ensures planning, monitoring, and review of employee's performance plans by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and managers

- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs
- Maintains CoE22 guidelines/employee handbook by preparing, updating, and recommending human resource policies and procedures
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Contributes to team effort by accomplishing related results as needed
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records

Additional Measurements of Success

- Model the Church of Eleven22's mission, vision, and values
- Create disciple making disciples