

## ***Job Description***

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**Title:** Senior Director – Human Resources **Dual Role:** No

**Area:** Administration

**Ministry Team:** Human Resources

**Location:** Central Support

**Supervisor:** Administrative Pastor

**Job Band:** Green

**FLSA:** Exempt

**DOL:** Ministerial

**IRS:** Non-Minister

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### **Purpose of the Job**

The Senior Director of Human Resources is responsible for developing and recommending policies and programs to ensure equitable treatment of staff members in the areas of employment, compensation, benefits and employee relations. This position is responsible for facilitating alignment of Human Resources programs and policies to the purpose of Grace, and for supporting staff to serve ministry areas well.

### **Essential Job Responsibilities**

#### **Organizational Design & Structure**

- Provide input to Senior Leadership on staff structure, reporting relationships, and work flow
- Ensure that accurate and up to date job descriptions exist for all staff roles

#### **Staffing**

- Oversee compliance with Staffing policy and processes
- Ensure compliance with applicable Equal Employment Opportunity regulations
- Develop staffing sources that offer diversity in recruiting
- Support and guide sourcing, recruitment, selection, placement, and retention processes, including effective tools for staff leaders
- Support succession planning processes
- Oversee new staff orientation and on-boarding processes

#### **Compensation**

- Administer wage level system
- Analyze compensation information regularly to ensure internal and external market equity
- Collaborate with Sr. Director of Finance to recommend compensation & benefit budget as part of annual planning process
- Recommend wages for new hires and facilitate annual merit pay increase program

#### **Payroll Administration**

- Administer payroll systems, processes, and reporting, including:
  - Partner with payroll vendor to ensure timely entry of new hires, separations, deduction changes, etc.
  - Review payroll each pay cycle to ensure accuracy prior to submission
  - Review payroll tax filings and annual W-2's to ensure accuracy
  - Coordinate new hire orientation specific to pay processes including completion of tax withholding forms, new hire data, and timekeeping training
  - Participate as necessary in payroll-related areas of annual audit

## **Benefits**

- Direct employee benefits programs, including but not limited to health, dental, life and disability insurances, employee wellness initiatives, 403(b) retirement plan and Section 125 Flexible Spending plan
  - Process benefit enrollments, updates, terminations, etc. for health, dental, disability & life insurance, Section 125 flexible spending, 403b retirement
  - Prepare benefit invoices for payment including reconciling each invoice with payroll deduction records
  - Assist employees with “first tier” benefit questions and referrals
- Prepare and deliver creative communications to employees regarding benefit programs
- Evaluate service, coverage and costs of benefit plans annually to determine best methods of meeting the needs of both the church and its employees

## **Employee Relations**

- Monitor overall staff health and satisfaction
- Coach team leaders in HR policies and procedures and applicable employment laws
- Assist staff members with issues relating to employment
- Facilitate leadership investigation and resolution of harassment, discrimination or other serious complaints
- Manage Performance Appraisal Process
- Maintain updates and changes to Staff Handbook and HR Toolkits

## **Training**

- Assist Executive Team in identifying whole staff training opportunities
- Assess staff requests for training opportunities

## **Administrative**

- Establish short and long term goals for Human Resources function
- Manage Human Resources budget
- Monitor compliance with applicable labor laws
- Prepare and analyze reports associated with employment metrics, including staffing, turnover, wages, training, etc.

## **Requirements**

- Bachelor’s Degree in Business, Human Resources, Labor Relations or related field desired.
- PHR or SPHR Certification desired
- 5-10 years of progressively responsible human resources or related experience
- Proven experience in the following areas of skill: Compensation Analysis, Benefits Administration, Staffing and Recruitment, Verbal and Written Communication, Employment Law, and Organizational Development.

## **Desired Gifts**

- Leadership
- Administration