

HUMAN RESOURCES REPRESENTATIVE

Classification: Part Time – Non Exempt

Reports To: Chief Operating Officer (Executive Pastor)

Date: July 7, 2021

JOB DESCRIPTION

The human resource manager is responsible for the overall administration, coordination and evaluation of the human resources functions. Human Resource employee programs such as employment, administering pay, compensation, labor relations, benefits, leave and insurance, leave and enforcing company policies and practices.

RESPONSIBILITIES AND DUTIES

- Processes company's payroll every pay period
- Maintains payroll processing system and records by gathering, calculating, and inputting data
- Adheres to payroll policies and procedures and complies with relevant law
- Communicates changes in policies/procedures and ensures proper compliance is followed
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization
- Works directly with department managers to assist them in carrying out their responsibilities on personnel matters
- Performs customer service functions by answering employee requests and questions as it pertains to but not limited to HR policies and procedures
- Coordinate and complete benefits enrollment for new employees
- Verifies and maintains I-9 documentation
- Perform employee background checks
- Reconciles the monthly benefits statements with Accounts Payable
- Performs payroll/benefit-related reconciliations in payroll and with Accounting
- Conducts audits of various payroll, benefits or other HR programs
- Update necessary systems with employee change requests as needed
- Enter new hires; pay rate changes, termination information into the system
- Manages the performance review program
- Assists with recruitment and interview process
- Ensure completion and process of Incident Reports
- Files papers and documents into appropriate files
- Schedule, train and certify employees and volunteers for Fleet/Driving Program
- Prepares reports for incidents for Workers Compensation and completes annual Audit
- Provides support and guidance to manager/staff to resolve conflict, employee relations, complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations
- Oversees employee disciplinary meetings, terminations, and investigations

- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law
- Analyzes wage and salary reports and data to determine competitive compensation plan
- Notarized documents for Staff and members

COMPETENCIES

- Planning/organizing, Adaptability, Problem Solving, Customer Service, Interpersonal, negotiation, and conflict resolution Skills, Oral and Written Communication, Leadership, Managing People, Diversity, Ethics, Strategic Thinking, Attention to detail, Quality control, Dependability, integrity, professionalism, and confidentiality.
- Ability to quickly learn the organization's HRIS and talent management systems.
- Ability to work effectively with all levels of employees while inspiring respect, credibility, and integrity
- Ability to organize, prioritize, and work within deadlines
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, employees, and customers
- Ability to define problems, collect data, establish facts, and draw valid conclusions

POSITION TYPE/EXPECTED WORK HOURS OF WORK

This is a part-time position up to 29 hours per week. Normal schedule is Monday – Thursday 8:30 am – 3:30 pm. Days and hours can vary with special events.

SUPERVISORY RESPONSIBILITY

Human Resource Manager carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include addressing complaints and resolving problems.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets and fax machines.

PHYSICAL DEMANDS/REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to sit; use hands to finger, handle, or feel and talk or hear
- Frequently required to stand; walk and stoop, kneel, or crouch
- Occasionally ascend and descend staircases
- Able to extend hands and arms to complete assigned tasks
- Must be able to remain stationary (sitting/standing) position for extended period of time

- Must be able to push or pull objects and carts when needed
- Must be able to move objects horizontally, from position-to-position
- Regularly lift and /or move up to 10 lbs and occasionally lift and/or move up to 25 lbs
- Exert up to 30 lbs of force occasionally, up to 20 lbs of force frequently, and up to 10 lbs of force constantly to move objects
- Ability to receive detailed information through oral communication, and to make the discriminations in sound
- Repeat movements and motions of the wrists, hands, and fingers
- Required to have close visual acuity to perform an activity such as, but not limited to:
 - Viewing a computer screen and reading written documents
 - Determining accuracy, neatness, and thoroughness of the work assigned

TRAVEL

No travel is expected for this position

REQUIRED EDUCATION AND EXPERIENCE

- 4 Year Bachelor's Degree in Human Resources, Business Administration , or related field
- Two or more years of Human Resource experience or equivalent combination of education and experience
- Strong skills in both verbal and written communication
- Proficient with Microsoft Office Suite or related software.
- Thorough knowledge of employment-related laws and regulations.

PREFERRED EDUCATION AND EXPERIENCE

- Experience using payroll database software such as ADP
- Experience working for or with non-profit organization
- Ability to obtain Notary certification

ADDITIONAL ELIGIBILITY QUALIFICATIONS

Must be eligible to work in the US

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____