



## POSITION DESCRIPTION HUMAN RESOURCES MANAGER

<b>Approved:</b> February 21, 2024 <b>IRS Worker Classification:</b> Employee <b>FLSA Classification:</b> Non-exempt <b>WSFC Ministerial Licensure:</b> N/A	<b>WSFC Employment Category:</b> Part-Time – 20 hours/week <b>WSFC Staff Category:</b> Managerial Staff <b>WSFC Hiring Approval Level:</b> Church Administrator
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### SUMMARY

The Human Resources (HR) Manager serves the body of West Shore Free Church (WSFC) by managing day-to-day HR functions while also seeking efficiency gains, helping us care well for employees and aiding WSFC in complying with labor laws and our policies and procedures. In partnership with the Church Administrator, the HR Manager leads and directs the routine HR functions including, but not limited to, recruiting and on-boarding staff, administering payroll and benefits, maintaining personnel files, and administering HR policies and procedures, annual salary reviews and performance appraisals.

### QUALIFICATIONS

#### Ministry Specific

- Manifests good character and wise, discerning judgment
- Ability to act with integrity, professionalism, and confidentiality
- Demonstrates the integration of faith with work
- Knowledge of employment-related laws and regulations
- Excellent organizational skills and attention to detail
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent verbal and written communication skills
- Self-starter who works well with minimal supervision and general guidance
- Strong analytical and problem-solving skills
- Service-minded and flexible
- Continual learner
- Proficient with Microsoft Office and personal computer skills (including data entry and ability to learn and use church database software, online files, and documents)

#### Education & Experience:

- Bachelor's degree in HR, business administration or related field desired
- HR certification desired
- Three years minimum HR experience preferred

#### Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible and growing personal faith in Jesus Christ.
- Affirm our Statement of Faith, our Constitution & Bylaws, our Vision Frame (our Mission, Values, Strategies, and Measures), as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.



## **RESPONSIBILITIES**

- Partners with the Church Administrator and WSFC leadership to understand and execute the organization's human resource and talent strategy
- Provides support and guidance to management, and other staff when questions arise about HR matters
- Executes payroll process
- Executes the on- and off-boarding processes
- Oversees benefits and insurance programs to include enrollment changes, billing review, and partnering with the Church Administrator for annual benefit planning
- Periodically reviews employee compensation to ensure pay is fair and equitable
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, compensation and benefits, talent management, and employment law
- Maintains and annually reviews the Employee Handbook and HR policies and procedures
- Coordinates and provides leadership in weekly staff meetings in partnership with the Executive Pastor
- Creates, maintains and reviews employee timesheets and provides guidance to employees regarding reporting their time worked
- Participates on the HR Advisory Team
- Performs other duties as assigned

## **REPORTING RELATIONSHIPS**

The HR Manager serves under the general authority of the WSFC Elder Board and reports to the Church Administrator.

## **WORKING ENVIRONMENT**

Work will be primarily accomplished on-site in a sedentary office environment. Work is generally expected to be accomplished on-site, Monday through Friday, during core business hours, but will vary to meet ministry needs.