



SERVITE HIGH SCHOOL

DIRECTOR OF HUMAN RESOURCES JOB POSTING

Job: Director of Human Resources for a non-profit Catholic School
Reports To: Vice President of Finance and Operations
Position: 12 month, Full Time, 40 hour, Exempt

SUMMARY: Administering and communicating various Human Resources procedures for all school personnel. Other duties as assigned.

CORE DUTIES AND RESPONSIBILITIES:

- Maintains employer/employee relations in accordance with state and federal law.
- Represents the company on any wrongful termination or unemployment claims.
- Addresses complaints and resolves employee problems.
- Responsible for employee relations, provides advice on personnel issues.
- Develops, recommends, and implements personnel policies and procedures.
- Prepares and maintains handbook(s) on policies and procedures.
- PayDay : Input new employees, terminate employees, make pay changes. Maintain Active/Inactive employees.
- Send new Salary information to Guardian in July.
- Provides payroll administrator with payroll updates to enter.
- Audit Blue Shield and Guardian invoices for AP monthly.
- Maintain and update Salary/Stipend spreadsheets.
- Update employee salaries and stipends in payroll, staff in July, faculty in August.
- Maintains department reports including but not limited to, salary banding report, employee turnover reports, organization charts.
- Monitors and processes approved FTE forms.
- Works with departments on interviewing, hiring and possible training of employees.
- Directs new-employee on-boarding.
- Prepares contracts and employment agreements for all new employees.
- Work with IT, Communications and Academic Office with on-boarding new employees.
- Prepares Intent to Return forms and Employment Agreements for current employees.
- Directs employee off-boarding/separation process.
- Processes and follow up for COBRA and Retirement Benefits for separated employees.
- Works with school supervisors in recommending and directing reward and disciplinary measures for employees.

- Monitors equitable job descriptions and equitable pay for employees.
- Works with departments on following up on drug testing.
- Updates existing employee records.
- Manages all Leave of Absence paperwork and reporting, including Maternity, Paternity and Disability leaves as well as the State of CA on FMLA and CFRA processing for employees on leaves of absence.
- Manages garnishments and employee verifications.
- Manages EDD benefits audits and Medicare employment information requests.
- Updates employee files to document personnel actions.
- Compile employee information for Academic Office.
- Provide information on former employees to Advancement.
- Helps facilitate implementation of Servite Way.
- Sets HR related dates such as holidays on Master Schedule.
- May supervise one or more employees

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **EDUCATION AND/OR EXPERIENCE:**
Bachelor's degree in Human Resources or 4 years human resources work experience in the education industry.
- **LANGUAGE SKILLS:**
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization, and strong oral and written communication skills required.
- **ATTENDANCE/PUNCTUALITY:**
Consistently at work and on time; ensures work responsibilities are covered when absent; arrive at meetings and appointments on time.
- **REASONING ABILITY:**
Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to solve problems involving several variables.
- **COMPUTER SKILLS:**
The employee should have strong knowledge of general computer software; Microsoft Excel, Outlook, Word and Power Point.

- **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear.

The employee is frequently required to stand; use hands to finger, handle or feel and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Respects diversity.
- Strategic Thinking - Understands organization's strengths & weaknesses.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Takes independent actions and calculated risks; Asks for and offers help when needed.

Full Medical, Dental, Vision and Retirement benefits offered. Salary Range \$60,000 - \$70,000.

Interviews will be scheduled in January and the position will remain open until filled. To apply submit a cover letter and resume, which includes a listing of at least three current references with current contact information to the President of Servite High School, Randall Adams, radams@servitehs.org

Satisfactory completion of a criminal history background check and fingerprinting is required. Servite is an EEO/AA employer.