

SOUTHERN UNION CONFERENCE

Job Description



Job Title:	Human Resources Director	Type Of Position:	Hours Per Week <u>N/A</u>
Location:	302 Research Drive, Norcross, Georgia 30092	Full Time <u>X</u>	
Department:	Human Resources	Part Time _____	Exempt <u>X</u>
Reports To:	Administration	Intern _____	Nonexempt _____

POSITION SUMMARY:

The director coordinates the activities of Human Resources with the total activities of the Seventh-day Adventist Church. Responsible for development, implementation and administration of employment, orientation and training, employee relations, compensation, and benefits. Assists in developing and administering policies, programs and objectives which will provide a balanced program throughout all departments of the Southern Union Conference. Advises administration on human resources issues.

SCOPE OF RESPONSIBILITY:

- Serve as a link between administration and employees by handling questions and work-related issues.
- Advise administration on legal requirements while maintaining current knowledge of governmental guidelines.
- Plan, coordinate and direct all functions of the hiring process including recruitment and selection, classification and salary administration, orientation, and training.
- Provide current employees with updated policies and office procedures, employee benefits, continuing education/training, job descriptions,
- Maintain employee personnel records, keeping secure and confidential.
- Analyze statistical data and prepare reports; conduct internal HR audits annually.
- Select and coordinate use of legal counsel, as needed.
- Oversee the responsibilities of the Office Manager.
- Ensure the HR department operates within the assigned annual operating departmental budget.
- Manage and oversee the Annual Performance Evaluation process.
- Support and/or mentor the local conference human resource representative.
- Attend annual conferences, meetings and seminar's as required by administration and to keep current with HR certification requirements.
- Manage and oversee departmental staff duties; record and approve weekly time sheet.
- Perform difficult staffing duties, including dealing with understaffing, resolving disputes, firing employees, exit interviews to identify reason for termination, and administering disciplinary procedures.
- Protect interests of employees and the organization in accordance with Southern Union policies and governmental laws and regulations through fairly applied employment, progressive discipline, and problem solving procedures.
- Ensure that staff productivity and morale remain high and positive.
- Oversee the social committee for office functions; Christmas, Retirement, and farewell parties, Spring Picnic, etc.
- Plan and direct Support Staff meetings, as needed.
- Provide counsel to managing directors on personnel issues.

RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor's degree or equivalent in a business related field is required.
- A minimum of four years of successful relevant work experience is required.

KNOWLEDGE AND SKILL:

Knowledge of principles, policies, and beliefs of the Southern Union Conference and Seventh-day Adventist Church. Advanced knowledge of principles and practices of human resource administration advanced knowledge of sound techniques of all aspects of HR administration and legal compliance. Must possess a participative management style and advocate team building; must be results-oriented while maintaining a service-oriented philosophy.

Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skills in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability in strategic planning, leadership and organization. Ability to perform administrative functions; to develop long-and short-term plans and programs; to effectively evaluate work accomplishments; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with church leaders, outside organizations, and lay persons, as well as Southern Union personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in the English language. Must be able to effectively communicate both orally and in writing. Inasmuch as incumbent is an exempt employee it is expected that individual will work the hours required to complete assignments (i.e. no less than 38 hours per week). Local/long-distance travel required. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Must be able to travel extensively in all parts of the Southern Union territory under varying conditions.

WORKING CONDITIONS:

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary with some irregularity in hours