

GOOD SHEPHERD LUTHERAN CHURCH

POSITION TITLE: DIRECTOR OF HUMAN RESOURCES

REPORTS TO: CHIEF OPERATING OFFICER (COO)

HOURS: PART-TIME: 20-25 HOURS PER WEEK - FLEXIBLE SCHEDULE

FLSA OVERTIME STATUS: EXEMPT

VISION: Employees of Good Shepherd Church support the church's vision statement through our position responsibilities. We each have a commitment to: Reach and transform spiritually distracted people so we all love and serve God.

PURPOSE: The purpose of this position is to provide overarching Human Resources support for the staff at Good Shepherd Lutheran Church in collaboration with the Chief Operating Officer and church leadership. The primary areas of focus include:

- Develop and execute policies and practices that help recruit, retain, engage, protect, motivate, and reward staff of Good Shepherd.
- Maintain accessibility to staff at all levels, as well as the Executive Team of Church Council, as requested, in order to promote a fair and healthy work environment.
- Serve as part of the leadership team that collaborates to create relevant evangelism, discipleship, fellowship, service, and worship experiences that engage people to grow their relationship with Jesus Christ.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Following is a sample list of duties and responsibilities:

- Participate in the leadership team of the church, supporting the mission and ministries by attending Directors' meetings, serving on ministry teams, and leading volunteer and staff teams.
- Develops, updates, implements, and provides training on employment practices and policies via an Employee Handbook that is compliant with local, state, and federal guidelines.
- Supports the COO and leadership managing employee relations such as supporting healthy staff communication and morale; policy interpretations and applications; performance and harassment investigations and recommendations; and required harassment training.
- Supports the recruitment / talent acquisition process of the church through team leadership; position advertising; candidate screening, interviewing, and reference checking; salary recommendations; offer letters; and onboarding in compliance with local, state, and federal legal requirements.
- Maintains current position descriptions for roles approved by the Church Council.
- Manages an on-going employee feedback and performance management process with the purpose of providing staff affirmation, areas for growth, goal setting, and goal accountability in alignment with the strategic plan of the church.
- Prepares and presents staff development opportunities such as training, retreats, and workshops or assists in coordinating these opportunities through other sources.
- Helps promote internal and equity in compensation of staff members through job analysis, market comparisons, and other resources and tools available by making recommendations to leadership.
- Makes recommendations and provides insights to overall organizational design and staffing levels.
- Provides on-going and new hire criminal background checks and drug screening for both volunteers and staff.
- Provides guidance on documentation at termination of employment; conducts exit interviews as appropriate.
- Ensures compliant staff record keeping and databases in collaboration with the Finance Director.
- Assists in preparing the salary and benefits budget on an annual basis which may include research and analysis of benefits costs and cost sharing.
- Serves as liaison with current benefits provider for new hires, retirements, and terminations.
- Serves as liaison with workers' compensation provider assisting in investigations and communications.
- Engages in and/or leads special projects as requested.
- Attends Directors meetings and other meetings as requested.
- Makes pre-approved purchases within allotted budget.

KNOWLEDGE, SKILLS, AND ABILITIES: Growing personal relationship with Jesus Christ, a commitment to the mission and core values of Good Shepherd Lutheran Church, and the ability to actively participate in our faith community. Strong knowledge of the current practices in human resources, employment laws, employee relations, compensation; performance feedback; and talent acquisition. Skill in conflict resolution; employee communication; interviewing; analysis; problem solving; and

presentations. Ability to manage projects and multiple priorities simultaneously; establish and maintain effective working relationships with staff and others; convey high quality oral and written communications; lead and work effectively as part of a team; and keep current with human resources and employment laws and best practices.

EDUCATION AND EXPERIENCE: Completion of a bachelor's degree in Human Resources, Organizational Development, Business Administration, Management, or related field and four to six years relevant experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

PHYSICAL REQUIREMENTS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is considered sedentary. It requires exerting up to ten pounds of force occasionally to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting, walking, or standing most of the time.

WORK ENVIRONMENT: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

ADDITIONAL REQUIREMENTS INCLUDING CERTIFICATES, LICENSES, REGISTRATIONS: Ability to pass pre-employment background screening and drug testing.