

HUMAN RESOURCES SUPERVISOR Job Description

JOB TITLE:	Human Resources Supervisor
STATUS:	Exempt, Salary
REPORTS TO:	Director of Finance and Administration
FTE:	.75
Salary range:	\$40,000 to \$47,500 depending on experience and qualifications

JOB SUMMARY: This position is responsible for developing and administering a full range of human resource programs, including recruitment and selection, policy development and administration, employee compensation and benefits, training and development, employee and labor relations to assure the highest quality of human resources for the organization in compliance with local, state, and federal law.

This position supports the administration team and central office staff, assisting in the strategic planning of the organization and supporting day-to-day operational HR needs.

ESSENTIAL JOB FUNCTIONS:

1. Strategic partner in talent acquisition to meet our growing needs at school by performing and managing recruitment programs, selection processes, hiring and onboarding activities. Maintains focus on hiring and onboarding to ensure excellence in our effort to accomplish the mission of Lynden Christian School. This would include fingerprinting, filling out employment documents, and orienting new staff and volunteers.
2. Actively participates in and supports our culture. Coordinates various employee programs to support the culture.
3. Administers personnel policies and procedures, and recommends updates or additions to administration. Meets with employees individually and in groups, as necessary, to explain personnel policies and programs.
4. Develops and manages our human resources information system (HRIS).
5. Manages health, benefit, and retirement programs with assistance from insurance broker, director of finance and administration, and the superintendent. Provides benefit information to employees, recommends and oversees benefit plan changes, and coordinates employee benefit feedback process. Also coordinates COBRA administration.
6. Manages a competitive and equitable compensation system by preparing and updating job descriptions, performing job audits, coordinating job evaluation system, obtaining comparable salary information, coordinating performance review process, and recommending annual salary adjustments.
7. Preparing employment contracts and agreements as well as compensation reports, and works with administration on the distribution.
8. Actively assists supervisors and managers in resolving personnel problems; provides advice and counseling on a wide-range of human resources subjects. Assists employees in resolving work-related problems.

9. Manages the Worker's Compensation Program, including communications with the Department of Labor, coordinating the light-duty/return to work program, OSHA monitoring and reporting. Identifies areas of risk and suggested improvements in worker safety.
10. Responsible for making presentations to various groups (employees, administrators, Board of Directors, and the public) on human resource policies and programs.
11. Maintains all personnel and benefit records both through the HRIS system and physical files. Participates in the payroll/benefit audit functions as needed. Tracks position changes and changes in FTE.
12. Develops, supports, and coordinates professional development program, to include on-site and off-site training opportunities.
13. Assures compliance with relevant state and federal employment laws and regulations through research and consultation with legal counsel.
14. Performs exit interviews with staff who leave LC. Provides an anonymous report to administration.
15. Tracks years of service, coordinates recognition of staff who retire, and organizes recognition of all staff leaving.

OTHER JOB FUNCTIONS:

16. Assists in the organization of company-sponsored events, activities, and functions.
17. Conducts research and collects data on human resource programs and practices as needed.
18. Performs special projects as assigned that may include extensive research, public contact, and report writing.

WORKING CONDITIONS AND EQUIPMENT USED:

Work is performed in a fast-paced office environment with frequent interruptions. Work is balanced between providing professional, technical human resources services with providing caring support to the employees. Incumbent must be able to effectively utilize computers and related software, computer printers, adding machine, photocopier, telephone system (multiple line), and fax. Occasional travel may be required. Travel outside local area may be needed to attend seminars or conferences.

QUALIFICATIONS:

Knowledge of:

- Modern principles and practices of personnel management
- Federal, state and local laws pertaining to Human Resources management, labor relations, Equal Employment Opportunity, and Affirmative Action.

Ability to:

- Develop, implement, and manage sound Human Resource and administrative practices and procedures.

- Communicate effectively, both orally and in writing, including writing personnel policies and procedures and making presentations to various groups.
- Develop and implement goals, objectives, and budget for Human Resources department.
- Work effectively with employees at all levels of the organization, outside agencies, and with the general public.
- Ability to collect, compile, and analyze information to increase efficiency.
- Demonstrated proficiency in word processing and spreadsheet applications. Proficient in Microsoft Word and Excel.
- Physical ability to perform the essential job functions including, but not limited to, sitting, traveling, communicating (verbal and written), and computer keyboard manipulation. The employee is occasionally required to reach with hands and arms, stoop, kneel and lift/move up to 15 pounds.

Education and Experience:

- Bachelor's Degree in business administration, personnel management, or related field required and a minimum of five years progressively responsible experience in human resources management. Direct hands-on Human Resources experience may be substituted for full educational requirements.
- Experience and responsibility for recruitment and selection, employee relations, policy writing, benefits administration, compensation administration, and worker's compensation administration **required**.
- Certification as Professional in Human Resources (PHR) **preferred**.
- Experience in a (industry) setting **preferred**.

License:

- Valid Washington State driver's license at time of hire to operate vehicles.

GENERAL PHYSICAL REQUIREMENTS

Strength: Lifting and carrying general office supplies and files; typically weighing less than 20 pounds.

Manual Dexterity: Ability to consistently perform simple motor and manipulative skills such as standing, walking, etc., and moderately difficult manipulative skills such as typing and word processing.

Mobility: Ability to sit for long periods of time; move throughout the office setting; ability to reach above shoulders, bend or kneel to retrieve information.

Visual Discrimination: Ability to consistently identify objects and persons at a distance; read fine print on applications and other HR forms.

Hearing: Ability to consistently distinguish normal sounds with some background noise; multiple sounds in a stimulated environment; and verbal language and tones on the telephone.

Speech: Ability to speak clearly and make self understood in a one-on-one basis with clinic residents and in a variety of formal and informal group settings.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.