

## POSITION DESCRIPTION

**Job Title:** Human Resources Director

**Reports to:** SMCS Superintendent

**Hours/Position:** Full-time, Exempt

**Summary:** The Human Resources Director is responsible for coordinating and implementing a wide range of human resource functions, including recruitment and selection, employee engagement, benefits administration, employee safety and wellness initiatives, employee relations, staff development, policy and procedure development and administration, performance management, and compensation. The director is a key member of the leadership team that embraces the mission and vision of St. Mary Catholic Schools.

### General Duties/Responsibilities

- Responsible for staff recruitment and hiring processes; including job postings, screening applications, phone interviews, scheduling interviews, in person interviews, job offers, performing reference checks, background checks and Virtus training. Ensures compliance with EEOC guidelines and regulations.
- Manage new hire onboarding paperwork and conducts new hire orientation to foster a positive attitude toward organization's mission and values.
- Administers human resources record keeping and file management, ensuring all recruitment and employee files are current and include all relevant employment information, including Green Bay Diocese compliance documents, teacher certification, etc.
- Manage the day-to-day human resources operations, answering employee questions.
- Partner with the leadership team to understand and execute the organization's talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Analyze trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Recommend pay rate determination for new hires and extend contracts and pay agreements for temporary positions and other positions in accordance with campus needs and budget.
- Enhance the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Maintain HRIS system, updating employee information and enhancing the experience in onboarding, benefit open enrollment and trainings.
- Work closely with payroll to provide accurate records, pay agreements and benefit information for semi-monthly payroll.
- Maintain the HR page and directory on the system website.
- Prepare employee separation notices and related documentation, conduct exit interviews to determine reasons of separation.
- Coordinate distribution and processing of annual employment contracts, pay agreements and salary changes.
- Write and keep current all organization's job descriptions.
- Meet with staff and/or supervisors regarding employee complaints, work collaboratively with supervisors to resolve all employee relations issues, disciplinary matters, disputes and investigations. Reviews any non-voluntary terminations, reduction in force and/or non-renewals with the Green Bay Diocese attorney.
- Work with supervisors regarding procedures for employees that need performance improvement, maintain associated documentation.
- Oversee non-teaching performance program and recommend measures to improve performance and talent management and review process.
- Administer benefits program in conjunction with the Diocese of Green Bay. Work with Green Bay Diocese HR on reviewing benefit programs for improved service, product and cost.
- Coordinate wellness initiatives ie: onsite flu shots, biometric screenings, wellness activities.
- Administer Workers Compensation claims and investigations, Church Unemployment Compensation Plan and continuation benefits.
- Track and administer leave of absences, FMLA.
- Maintain all HR policies and procedures, including employee handbook.
- Act as benefit safety coordinator in conjunction with Green Bay Diocese program.

- Organize system retention efforts including all staff meetings, Christmas party, end of year gathering, achievement awards, years of service recognition, retirements and special staff appreciation projects.
- Maintain current knowledge of and ensure compliance with applicable state and federal laws.
- Supervise, train and mentor HR interns as needed.
- Perform other duties as requested.

**Essential Qualifications:**

- Bachelor's degree and minimum of five years experience in Human Resources or related field or equivalent combination of education and experience.
- Working knowledge of basic business and payroll software, including proficiency in Microsoft Office programs
- Ability to write procedures in a logical/methodical manner.
- Excellent organizational skills with ability to coordinate and manage multiple priorities and responsibilities as well as attention to detail.
- Well-developed business ethics and the ability to maintain a high level of discretion and confidentiality.
- Strong customer orientation: kind, pleasant and effective communicator, willing to serve people at all levels in the organization.
- Ability to work on a team, be a team player.
- Must present a professional image.

**Desirable Qualifications**

- Experience working in education
- PHR/SPHR/SHRM certification
- HRIS/ATS experience in Paylocity

*I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodations.*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_