

Schnitzer Family Campus

Mittleman Jewish Community Center + Portland Jewish Academy

JOB ANNOUNCEMENT: Human Resources Director (Shared Services)

OPENING DATE: August 23, 2016

CLOSING DATE: Open Until Filled So Apply Now for Immediate Consideration

SALARY: \$60,000-\$68,000 per year, DOE

STATUS: Full-time Regular

TO APPLY: Apply online at our website: www.portlanadjewishacademy.org (select "About Us," then select "Employment"). A completed PJA application is required, as is a resume. Portland Jewish Academy and Mittleman Jewish Community Center are Equal Opportunity Employers.

POSITION SUMMARY: The Human Resource Director is a generalist position that assumes management duties in all functional areas of HR, including employee relations, recruitment and selection, classification and compensation, regulatory compliance, and benefit administration. This position functions as a single practitioner providing consultation to supervisors, department managers, and executive leadership in performance management, discipline, and complex employee relations issues. The Human Resource Director also has management responsibility for payroll processing.

We are seeking a creative, responsible individual who enjoys collaborating and working in a dynamic team.

QUALIFICATIONS: Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

A 4-year degree in human resource management or a related field.

Five years' successful and progressively responsible HR management experience in a generalist position.

Knowledge of payroll processing systems.

SPHR or PHR certification is preferred.

Knowledge of academic and/or nonprofit sectors is preferred.

Knowledge: Considerable knowledge of the principals and practices involved in human resource functions including job analysis, classification, compensation, recruitment, selection, training, employee relations and human resource information systems. Considerable knowledge of performance management and investigatory techniques. Considerable knowledge of human behavior. Knowledge of payroll processing systems and techniques; knowledge of Oregon payroll laws. Knowledge of EEO and other laws impacting HR, payroll and benefit functions; employee benefit plans; organizational development and group behavior.

Skill: Skill in the use of modern office equipment including personal computers. Considerable skill in the use of Microsoft Office; skill in the use of automated payroll processing systems. Sophisticated interpersonal, listening and writing skills.

Ability: Ability to deliver information effectively in a variety of settings including one-on-one and group settings, and in various written forms such as letters, memos, and reports; ability to conduct effective interviews; ability to analyze information and make cogent recommendations; ability to use sound judgment in difficult or stressful situations; ability to organize and execute work independently, sometimes under the

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pressure of time-sensitive deadlines; ability to work with grace and good humor under pressure; ability to work cooperatively and build consensus with other departments within the MJCC and PJA; ability to maintain confidentiality; ability to establish and maintain effective work relationships with executive management, board of directors, colleagues, employees, brokers, vendors, and others contacted in the course of work.

PHYSICAL REQUIREMENTS OF THE POSITION: Duties are primarily performed in an office environment. This position requires visual and auditory acuity within normal limits, and may require the ability to use a computer keyboard for extended periods. Clear verbal communication ability is required.

TYPICAL EXAMPLES OF WORK: (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.)

1. Provide professional HR consultation to address a wide variety of employee relations and performance matters. Establish and maintain processes for performance evaluation; meet with managers to develop strategies to address performance management issues. Write work plans and disciplinary actions; provide support to managers in the delivery of such. Conduct investigations in response to employee complaints specific to sensitive matters such as illegal harassment or bias; compile reports of findings for management review; recommend possible courses of action. Facilitate sensitive conversations between supervisors and subordinates. Conduct exit interviews.
2. Develop and implement recruitment and selection procedures; ensure compliance with Equal Employment Opportunity laws and regulations. Research labor markets and develop recruitment strategies to attract strong applicant pools. Ensure that selection processes are consistent; monitor processes for consistency with EEO best practices; revise processes as indicated. Conduct individual and group training so that managers and supervisors have tools and information necessary to conduct selection process within established guidelines. Develop and maintain onboarding process and procedures.
3. Manage payroll processing. Provide direction to payroll assistant to ensure that payroll data is processed and transmitted within specified time frames. Supervise payroll records maintenance. Approve and/or process payroll corrections and adjustments; process manual checks; resolve payroll processing issues; respond to employee questions and complaints. Create and maintain processes for timely communication of pay and benefit change information.
4. Manage benefit administration. Conduct individual and group benefit orientations; manage open enrollment; work with broker to communicate plan changes and rates; maintain all associated records. Resolve benefit enrollment issues. Manage worker's compensation claims; submit 801 forms; respond to employee questions; respond to requests from worker's compensation carrier; maintain OSHA recordkeeping system; coordinate early return to work when appropriate. Manage unemployment claims; respond to department requests for information; request relief from charges when appropriate; represent employer at administrative hearings; maintain associated records.
5. Analyze jobs to identify tasks, complexity factors and qualification standards; ensure that job descriptions are accurate and current. Conduct salary surveys to ensure that positions are paid competitively in the local market, as budget considerations allow. Create and maintain classification and compensation systems including salary matrices and job classification benchmarks.
6. Manage HR recordkeeping including personnel files, benefit and medical files. Manage FMLA/OFLA requests within prescribed time frames; ensure proper documentation. Maintain recruitment files. Ensure

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that all HR records are maintained according to retention policies and best practices. Prepare and maintain department correspondence. Prepare a variety of narrative and statistical reports as requested. Develop and maintain electronic human resource information system; supervise database maintenance.