



JOB DESCRIPTION



INFORMATION			
Job Title:	<i>Human Resources Director</i>	Wkly. Hrs./Weeks:	40+/52
		Pay Grade:	Administrative
Department:	Human Resources	Classification	Exempt
Reports To:	CFO/VP of Administration	Effective Date:	05/01/2019

SUMMARY
Manages, administers, and provides day-to-day oversight of Human Resources Department. Oversees operational and strategic initiatives related to area of oversight, ensuring that services and programs support the University's mission, values, and objectives. Ensures compliance with relevant laws, regulations, and quality standards. Oversees various projects and initiatives related to process improvement, records managements, and customer service. Provides consultative direction on best HR practices, researches and resolves complex issues, and ensures timely response to constituent needs.

ESSENTIAL FUNCTIONS
<ul style="list-style-type: none">▪ Provides day-to-day guidance and consultation to university constituents regarding Human Resources best practices, policy interpretation, problem resolution, and compliance with university regulations, and state and federal law(s).▪ Develops and promotes institutional philosophies, strategies, and methodologies with respect to areas of oversight, ensuring consistency with the University's overall mission, goals, and strategic plans.▪ Designs, implements, and evaluates programs, services, and initiatives that are responsive to the needs, goals, and objectives of the university, to include strategic plans, policies, and operating procedures.▪ Provides direction and oversight in the development and modification of human resources policies, guidelines, strategies, and processes for employees.▪ Identify and evaluate process improvement opportunities within areas of oversight; identify opportunities for streamlining existing processes to ensure efficiency.▪ Establishes effective performance benchmarks and metrics to measure program success; revises processes and procedures to reflect contemporary approaches to human resource management while improving program effectiveness.▪ Monitors program efficiency; develops reporting procedures and other methods to establish program accountability and measure success; revises processes and procedures to reflect current approaches to human resource management and to improve program effectiveness.▪ Directs and oversees the supervision of personnel, which includes work allocation, training, promotion, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.▪ Oversees the employer provided benefits package to include RFP's, negotiations, claim adjudication, and problem resolution▪ Provides oversight for the 403(b) retirement plan and its functional operation under direction of the 403b Committee▪ Handles day-to-day hires, changes, and separations.▪ Responsible for all ADA inquiries both employee and student▪ Oversees all leaves FMLA, PFL, PDL, etc.▪ Ad hoc reporting for various departments▪ Responsible for the creation and maintenance of all job descriptions and employee contracts▪ Oversight of required employee training programs such as Harassment prevention training and FERPA▪ Work closely with Accounting and Finance to maintain institutional compliance with employee related rules, regulations, and reporting (i.e. Worker's Compensation, Unemployment, Disability, DOL, SCAQMD, required annual audits, etc.)▪ Works closely with company legal counsel and insurance counsel on claims and/or litigation▪ Responsible for wage garnishments and correspondence▪ Handles all employee relation issues▪ Performs miscellaneous job-related duties as assigned.▪ Regular attendance is essential

COMPETENCIES

- Advanced knowledge of human resources management as applied to a major, research-intensive higher educational institution.
- Strategic planning skills, and ability to apply strategic concepts in the development of successful Human Resource solutions.
- Advanced analytical, evaluative, and objective critical thinking skills and the ability to effectively summarize and present information.
- Strong working knowledge of MS Excel and Word software.
- Strong spread sheeting, data management, and reporting skills.
- In-depth knowledge and understanding of all State and Federal laws and regulations applicable to area of oversight.
- Strong working knowledge of HR/payroll information systems, with experience in ADP preferred
- Program planning, development, implementation, and leadership skills.
- Skill in examining and evaluating operations and developing and/or re-engineering operating strategies, systems, and procedures.
- Demonstrated organizational and management skills.
- Excellent written, oral, and electronic communication skills.
- Employee development and performance management skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.

QUALIFICATIONS

List minimum requirements to be considered for this position:

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMU&S and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Must be able to get along with co-workers and the public.
- Education: Bachelor's degree preferred.
- Experience: 5+ years Human Resources management experience in an educational institution preferred
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Basic mathematics and accounting knowledge is necessary.
- Excellent oral and written command of the English language is required.
- Ability to compose, proofread and edit correspondence.
- Possess excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people is mandatory.
- Multitasked in an environment with many distractions is a must.
- Reading and comprehending correspondence is imperative.
- Must successfully pass a background investigation.

WORKING CONDITIONS

List general working conditions for this position:

- Working Environment: Mostly indoors in a typical office environment, with an occasional need to visit other areas on campus.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- Travel: Some travel involved including overnight stays.

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with The Master's University policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.

APPLICATION PROCESS

To be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at <http://www.masters.edu/employment>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email (humanresources@masters.edu) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

Selection Process:

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. Selected candidates will be invited for a personal interview at The Master's University. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures:

All documents included in your application remain the sole property of The Master's University & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.