



## Job Description

**Position:** Human Resources Manager

**Reports to:** Executive Director of Operations – Mike Miller

**Schedule:** Full-time Salaried, Exempt (open to part-time if the selected candidate prefers)

**Employment Classification:** Director (D)

### Summary:

The Human Resources Manager will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resources (HR) department, ensuring legal compliance and implementation of The Compass Church's mission and talent strategy.

### Supervisory Responsibilities:

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with The Compass Church's policy.

### Duties/Responsibilities:

- Collaborates with senior staff to understand The Compass Church's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support The Compass Church's human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters, disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety (in collaboration with Security); and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of The Compass Church trends including review of reports and metrics from The Compass Church's Human Resource Information Systems (HRIS) or talent management systems.
- Monitors and ensures The Compass Church's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practices, and resources to upper management.
- Develops and implements the departmental budget.
- Facilitates professional development, training, and certification activities for HR staff.
- Works with the Executive Director of Operations and the Executive Pastor to carry out decisions made regarding all areas of employment at The Compass Church.

### **The Compass Church General Requirements:**

- Attend weekly campus/ministry staff meetings.
- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church within 12 months of employment.
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.

### **Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of The Compass Church and its employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment laws and regulations.
- Proficient with or the ability to learn The Compass Church's HRIS and talent management systems.

### **Education and Experience:**

- Bachelor's degree in Human Resources, Business Administration, or related field; Master's preferred.
- At least five years of human resource management experience.
- SHRM-CP or SHRM-SCP highly preferred.

### **Physical Requirements:**

- Prolonged periods of sitting (or standing) at a desk and working on a computer.
- Must be able to lift 15 pounds at times.