

## Human Resources Manager

Category: Part Time, Non-Exempt Position  
November 2011

### General Qualifications

A mature follower of Jesus, still growing and developing in their faith. Fully in accord with Mount Hermon's mission, vision, values and statement of beliefs. Of strong moral character and integrity.

### Specific Qualifications

Proven Human Resources (HR) training and expertise is essential. Must have a Bachelor Degree, HR Certification, or commensurate experience. Maturity and attention to detail is necessary. Prior experience working with a camp or non-profit organization is beneficial. Must have ability to work well with others to manage the operations of Mount Hermon's Human Resources office.

### Broad Responsibilities

- Coordinate the day-to-day HR operations at all three Mount Hermon facilities in Santa Cruz County, Kidder Creek and Whisper Canyon
- Promote a nurturing and productive environment among Mount Hermon staff
- Ensure MHA remains in compliance with federal, state and local HR law and changes.
- Administer health, dental, life and AD&D, disability and workers' compensation benefit programs
- Advise the Chief Operating Officer on HR plans, budgets, procedures, compliance and other issues

### Specific Responsibilities

1. Oversight of Full-time and Part-time employee recruitment efforts
2. Provide expert advice and guidance to Mount Hermon supervisors regarding employee performance issues and disciplinary actions, including terminations, within the context of applicable laws and regulations
3. Assist MHA supervisors in resolving employee grievances and disputes
4. Administration of Annual Performance Reviews; assist in preparation, training, evaluative processes and analysis in keeping with salary and wage increases
5. Update and maintain compliance issues through professional training and organization memberships, as appropriate
6. Establish and maintain resources and procedures for background investigations
7. Initiate special events and programs that improve the morale, well-being and sense of community among all Mount Hermon staff
8. Determine exempt and non-exempt classifications
9. Work through the annual budget process to identify and obtain (to the extent possible) sufficient resources for the HR staff to perform their assigned duties
10. Outsource HR-related functions as appropriate, and manage independent contractor and other contract services.
11. Implement and improve automated systems to increase the productivity of HR operations
12. Annual updates of employee handbooks



13. Coordinate job-related training of employees, including annual training in legally mandated areas (sexual harassment, etc.)
14. Oversee or maintain entries, deletions and changes to staff rosters
15. Provide HR and benefit-related information and analysis to the Chief Operating Officer, Chief Financial Officer or other DRG members on issues as needed or requested
16. Serve as an HR advisor on the Intern Committee
17. Perform other duties as assigned

### **Relationships**

The Human Resources Manager reports to the Chief Operating Officer. This individual is accessible to all employees in the organization for information, employee services and counseling.

### **Supervision**

Requires only modest supervision; exercises substantial independent judgment and initiative. The Human Resources Manager supervises 2 – 3 moderately skilled employees.