Northern California Conference of Seventh-day Adventists

**Job Description**

**DATE:** June 2024

**LOCATION:** NCC Office - Administration

**STATUS:** Full-time/Regular/Exempt

**REPORTS TO:** NCC Executive Secretary

**Title:** Director of Human Resources

**Wage/Salary:** $70,637-82,815

**ERI Category:** 26

**Percent:**  87%-102%

**SUMMARY**

We seek an experienced and dynamic HR Director to lead our Human Resources department. The HR Director will

oversee all HR functions, including payroll management, and ensure that HR policies and practices align with the

organization's goals and objectives. The ideal candidate will have comprehensive expertise and in-depth knowledge of California employment law. They will be proficient in conducting fact investigations, reporting, and conflict resolution. Additionally, they should be adept in risk assessment and knowledgeable in immigration law.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

* Direct all HR functions, including recruitment, onboarding, educator contracts, employee relations, performance management, SDA Service Records, training and development, compensation and benefits, and HR compliance.
* Oversee the ADP payroll process, ensuring accuracy and compliance with all applicable laws and regulations.
* Develop and implement HR policies and procedures to ensure compliance with California employment laws and regulations and NAD and NCC working policies.
* Lead and mentor a team of HR professionals, providing guidance and support as needed.
* Partner with senior management to develop and implement HR strategies that support the organization's goals and objectives.
* Handle employee relations issues, including investigations, conflict resolution, and disciplinary actions.
* Oversee employee benefits programs, including health insurance, retirement plans, and other employee benefits.
* Supervise the training programs to enhance employee skills and knowledge that embody organizational health.
* Manage all processes related to the NCC Child Safety Policy and ensure NCC maintains compliance with AB506 requirements.
* Prepare and present HR-related reports to senior management as needed.
* Perform other duties as assigned.

**QUALIFICATIONS**

* Bachelor’s degree in business administration or a related field. Master’s degree in human resources preferred.
* HR certification (e.g., SHRM-SCP, SPHR) is preferred.
* At least five years of progressive HR experience, including experience in a leadership role. Can be a combination of education and experience.
* Strong knowledge of NAD Working Policy
* Expertise in the following California employment laws:
  + California Labor Code
  + California Fair Employment and Housing Act (FEHA)
  + California Family Rights Act (CFRA)
  + California Wage Orders
  + California Occupational Safety and Health Act (Cal/OSHA)
  + California Paid Sick Leave Law
  + California Healthy Workplaces, Healthy Families Act
  + California Sexual Harassment Training Requirements
  + California Consumer Privacy Act (CCPA)
  + California Worker Adjustment and Retraining Notification (WARN) Act
* Excellent leadership and management skills.
* Excellent communication and interpersonal skills.
* Strong problem-solving and decision-making skills.
* Ability to work effectively in a fast-paced environment.
* Must be in good standing with the Seventh-day Adventist church.

**ADDITIONAL INFORMATION**

* This is a full-time, in-office, exempt position.
* The HR Director will manage a department of HR professionals and approximately 500 Full-Time Equivalent (FTE) employees.

**JOB SPECIFICATIONS AS THE DIRECTOR**

**Confidentiality**

This position requires strict confidentiality. The director must refrain from accessing confidential information not explicitly required for their duties, avoid releasing confidential information to unauthorized individuals, and refrain from discussing sensitive information with coworkers, friends, family members, or other associates unless they have a legitimate "need to know" and proper authorization. Additionally, the director must follow documented protocols for transmitting and filing confidential information.

**Teamwork**

The director processes the ability to connect with people from diverse backgrounds (cultural, gender, age, etc.). They must be team players and able to thrive in a team environment. Adaptability and effective response to setbacks and obstacles are necessary. The employee should demonstrate personal management and motivation to work towards goals.

**Committee Work**

Regular attendance is required of the director for the following committees:

* Executive Committee, *Invitee*
* Leadership Team, *Invitee*
* Historical Archives and Records Committee, *Member*
* Wage Scale/Job Description Committee, *Chair*
* Department Directors Meeting, *Member*
* Wellness Committee, *Chair*
* Workers’ Comp Board, *Member*
* Policy Committee, *Member*

**JOB SPECIFICATIONS AS AN EMPLOYEE**

To excel in this role, the employee must be able to carry out each essential duty with sound judgment, creativity, discretion, and intellectual acumen. The following requirements outline the knowledge, skills, abilities, and physical requirements needed to fulfill the job responsibilities.

**Language Skills**

The employee must be able to read, write, interpret, and analyze documents in English and effectively respond to very sensitive inquiries or complaints in a timely and customer-friendly manner.

**Mathematical Skills**

The employee must be able to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Additionally, they must possess the ability to read and interpret charts, graphs, and financial statements.

**Computer Skills**

The employee must be proficient in the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and possess computer literacy for internet research and video conferencing. Additionally, they should have knowledge of applicable programs and software, including ADP.

**Reasoning Ability**

The employee must be able to apply logical or scientific thinking principles to a wide range of intellectual and practical problems. They must also be able to deal with nonverbal symbolism and a variety of abstract and concrete variables.

**Physical Demands and Work Environment**

While performing the duties of this job, the employee is regularly required to stand, walk, and sit, frequently using a keyboard and mouse. Occasionally, the employee must lift and/or move up to 30 pounds, requesting assistance for anything heavier. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The work environment is typically an office setting with moderate noise levels. Essential responsibilities are performed primarily in a sedentary and comfortable manner, within a well-lighted and ventilated workspace. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.