

Position Title: Human Resources Manager
Date Modified: January 2024
FLSA Classification: Exempt
Status: Full-time
Term of Employment: 12 month
Reports To: Head of School/ CFO
Position Purpose: Lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

Essential Functions

- Oversee the administration of the human resources policies, procedures and programs. The functional areas include: benefits administration, employee relations, recruiting, staffing, and on-boarding, performance management, policy development and documentation, and regulatory compliance and reporting.
- Process semi-monthly payroll deductions and retirement plan contributions.
- Partner with the CFO on analyzing employee compensation and benchmarking data; recommend salary structure and compensation levels.
- Prepares federal and state compliance requirements: including EEOC requirements, new hire reporting to Office of Attorney General, Centralize Data Match, HIPAA and Texas Workforce Commission.
- Manage all aspects of the hiring process: including recruitment, posting positions, completion of new hire paperwork, and benefits review.
- Work with administration to conduct terminations.
- Administer employee benefit programs including medical, dental, vision, life, accident and disability, and long-term care.
- Work closely with administrators on employee performance issues including: documentation, improvement plans, and results.
- Develop and assist with implementation of employee retention strategies.
- Conduct exit interviews with departing employees.
- Maintain secure and confidential personnel files in accordance with federal and state regulations.
- Use analytical skills and appropriate data to develop effective HE customer service strategies.
- Maintain deep knowledge of the PCA Employee Handbook to serve as a resource for stakeholders.
- Maintain Department of Public Safety Subscriptions and onsite fingerprinting processes.
- Participate in ongoing professional development and society membership to stay up to date on HR trends, employment law, and best practices in independent schools.
- Performs other duties as assigned, to ensure the efficient and effective performance of the PCA.
- Abides by the policies and guidelines contained in the Employee Handbook.
- Participate in activities that help build a faith community on the campus.

Spiritual Leadership

- Believe and actively adhere to the Academy's Statement of Faith and Lifestyle Statement.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Evidence of the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.
- Have a conviction of God's calling to Christian school administration.
- Create an environment for students to accept God's gift of salvation and be a Christian witness and role model to them in order to help them grow in their faith.
- Uphold Biblical principles and maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure that the campus work environment is Christian-based, nurturing, loving, and wholesome.
- Work with the administration and staff to address the spiritual formation needs of the students.

Education and Experience

- Bachelor's degree in Human Resources, Business Administration or related field required.
- Professional in Human Resources (PHR) or SPHR preferred.
- Minimum of three years' experience in human resources preferred.

Skills and Qualifications

- Belief and alignment with Pantego Christian Academy's core beliefs and Biblical philosophy.
- Broad knowledge and experience in employment law, compensation, employee relations, benefits, safety, and training and development.
- Excellent verbal and written communication and presentation skills for all stakeholders (parents, colleagues, administration).
- Ability to cultivate encouraging relationships with administrators and employees.
- High attention to detail and accuracy.
- Flexible, adaptable, and collaborative leadership style.

Physical Requirements and Work Environment

- Regularly sit, talk, hear and visually intercept visitors.
- Be able to occasionally lift up to 30 lbs.
- Regularly use close and distance vision.
- Work at a desk and computer screen for extended periods of time.
- Turn, bend, reach and occasionally use a ladder.
- Work in a traditional climate controlled office environment.
- Maintain professional appearance (as outlined in the Employee Handbook).