

St. Joseph's Preparatory School

POSITION TITLE: DIRECTOR, HUMAN RESOURCES

DEPARTMENT: HUMAN RESOURCES

FLSA STATUS: FULL TIME/EXEMPT

REPORTS TO: VP, FINANCE

ORGANIZATIONAL SUMMARY:

St. Joseph's Preparatory School is committed to building a culturally diverse educational environment. Our hope is that our students, regardless of race, color, religion, gender, sexual orientation, national origin or disability, see themselves in who we hire and value. We stay true to our Jesuit mission and the city of Philadelphia by fostering a community where no one is on the margins and everyone knows they are loved, guided, and never alone.

St. Joseph's Preparatory is a Catholic, Jesuit, independent four-year college preparatory school located on the northern edge of center city Philadelphia. Founded in 1851, this highly selective school serves nearly 1,000 young men. Our goal is to help our students become men for and with others. The Prep develops men of intellectual distinction, faith and integrity who are loving, open to growth, and committed to social justice and community service.

POSITION SUMMARY:

The Director, Human Resources is responsible for overseeing all of the school's human resources functions and disciplines including but not limited to the maintenance of human resource records and files, legal, compliance, compensation, benefits administration and reporting, staffing strategies, pension plan and 401(k) plan administration and employee relations. The Director, Human Resources reports to the VP, Finance.

KEY RESPONSIBILITIES:

Benefit Administration:

- Manage and coordinate benefit programs – Health, Dental, FSA, Commuter benefit, 401(k), Pension Plan, STD, LTD, Life/AD&D, ACA and COBRA- for employees, including all employee communication, problem solving and claims resolution;
- Reconcile invoices for all benefit programs monthly;
- Ensure compliance with all plans;
- Maintain secure and confidential benefit related files and records;
- Communicate plan changes/comparisons during Open Enrollment periods to assist employees in becoming educated consumers;
- Manage annual open enrollment for all Plans;
- Coordinate with Finance on Retirement Plan audits;
- Manage Worker's Compensation programs;
- Input employee changes in payroll portal

Employee Relations:

- Maintain/edit/update job descriptions for all employees. Complete periodic job description audit and ensure appropriate classifications under the Fair Labor Standards Act;
- Maintain secure and confidential employee files;
- Revise/Update employee handbook annually;
- Manage employee separation process for both voluntary/involuntary terminations;
- Maintain up to date background checks for all employees;
- Consult administrators/departmental supervisors regarding employee disciplinary problems, resolving personnel issues and provide mediation when necessary;

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- Conduct internal investigations regarding employee complaints;
- Provide/coordinate training on various Human Resources topics;

Staffing:

- Partner with the Principal and/or department heads to manage all aspects of the recruitment process including the placement of opportunities in appropriate venues; receipt, acknowledgement and dissemination of all candidate materials; management of the search process and maintenance of search documentation;
- Manage internal and external needs to support the recruitment and on-boarding processes as well as off-boarding processes.
- Execute issuance of offer letters;

Compliance:

- Ensure compliance with federal and state laws such as FMLA, ADA, Unlawful Harassment, Worker's Compensation and ACA.
- Work with Prep legal counsel on employee disciplinary actions; employee terminations and employee handbook updates.

Compensation:

- Manages the compensation program for the Prep including the processing of annual compensation changes and benchmarking positions to market as necessary to ensure competitive compensation for Prep staff.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Bachelor's Degree in HR Mgmt. (or related degree/experience), Master's preferred;
- Minimum of 8-10 years' experience in Human Resources;
- Professional certification in Human Resources (PHR) required; Senior Certification (SPHR) preferred;
- Proficiency with Google Suite, Excel and Word;
- Knowledge of UKG HRIS & UKG payroll system a plus.

DESIRED COMPETENCIES:

- Ability to maintain all employee information with absolute confidentiality;
- Ability to work in a team environment;
- Strong customer service/communication skills;
- Ability to organize and prioritize a variety of projects and multi-task in an effective manner, organize own work, set priorities and meet critical deadlines;
- Attention to detail; demonstrate accuracy and thoroughness;
- Self-starter who can work independently to problem-solve;
- Comfortable working with/learning new technologies;
- Engage on Professional Development to remain current on legal compliance/best practices.

APPLICATION PROCESS:

Qualified applicants should submit a pdf version of their resume with a brief cover letter including three references to: **Office of Human Resources at:** hr@sjprep.org.

EQUAL OPPORTUNITY EMPLOYER