

Job Description

LAKE REGION CONFERENCE

Job Title: HR Assistant Director

Department: Office of the Secretariat

Name:

Category: Exempt

Credential:

Supervisor: Executive Secretary

Date Written:

Position Summary: Serves as an assistant with the Executive Secretary in administering employment policies and procedures governing Lake Region Conference employees. Serves as a consultant to all churches, schools, and other entities employing both full-time and part-time employees within the Conference territory, providing broad professional and technical assistance concerning issues relating to employment policies and procedures.

Authority, Accountability: Authority as delegated by the Executive Secretary. Responsible for assisting in the directing of all administrative activities pertaining to human resources, and for assisting in the administration of Conference policy. Work is performed with limited supervision, and in such a manner that assigned deadlines are met.

Essential Job Functions:

- Administrative Services
 - Serve with the Director in the maintenance of existing employment policies while participating in new program development, implementation and monitoring
 - Conduct and/or provide for the presentation of instructional seminars for churches, schools, and other entities which act as an employer, concerning the best practices for employer/employee relationships
 - Provide for employment policy updates as needed for all employees.

- Employee Services
 - Conduct preliminary screening interviews with job applicants to determine possible eligibility

- Screen, interview, check references, conduct backgrounds checks, and make recommendations for selection, hiring, and placement of on-call, full/part-time, temporary, and student employees
- Analyze qualifications of job applicants and recommend appropriate level of remuneration
- Coordinate all in-processing of new employees including I-9 and New Hire Registry registration
- Serve as primary administrator of pre-employment tests for all job applicants
- Conduct new employee orientations
- Conduct exit interviews for exiting employees
- Direct the job description program for both non-exempt and exempt positions
- Direct the performance/merit evaluation program for all employees
- Process and evaluate statistical data from the monthly workers' reports in preparation for merit evaluations
- Maintain and update the parsonage exclusion list
- Maintain and update records concerning employee vacations
- Retirement Services
 - Maintain up-to-date service records for all employees
 - Use automated format to enter data into ePersonnel
 - Research information to complete or reconstruct service records when needed
 - Request or send copies of service records from/to other denominational organizations upon request
 - Regularly compile and maintain list of new and terminating employees, indicating date and reason for employee separation
 - Provide for an annual review of service records with all employees
 - Conduct periodic pre-retirement seminars as needed throughout the Conference
 - Responsible for pre-retirement counselling of employees and application processing
 - Maintain the records of LRC employees on the Mutual of America web-based Hotline
 - Add/drop employees
 - Report updated salary information
- Perform other work-related duties as may be assigned by supervisor

Education/Experience Requirement: Bachelor's (BA/BS) degree in personnel/human resource administration or other related field. Successful related work experience may be acceptable in lieu of scholastic requirements.