



JOB DESCRIPTION

DATE: June 12, 2025
JOB TITLE: Human Resources Director
LOCATION: Central Services
REPORTS TO: Executive Pastor of Reach & Operations
FLSA STATUS: Full-time, Exempt

SUMMARY

The Human Resources Director oversees all facets of the Human Resource function, including recruiting, compliance, payroll, and administration. It is the HR Director's responsibility and commitment to recruit, train, deploy, monitor and nurture paid staff. They will plan and coordinate the daily operational functions of the Human Resources Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process monthly payrolls for all paid staff, including full-time, part-time, interns, and seasonal childcare workers.
- Develop, recommend, and monitor human resource policies and procedures.
- Work with the executive & finance teams to ensure competitive compensation that's aligned with church budget and internal equity.
- Partner with hiring managers to recruit No Matter staff that are excited about ministry and have a passion for their Little Iowas.
- Build relationships with recruiting firms to deploy and assist with recruiting specialized roles.
- Lead workforce planning and readiness with the executive team to ensure staff are properly prepared for launching the next PLC campuses.
- Onboard all new staff and work with hiring managers to ensure they are properly integrated to their new teams.
- Coordinate the staff performance review system and help craft individual development plans with managers when appropriate.
- Maintain complete and up-to-date personnel files on all employees including job descriptions and position manuals.
- In conjunction with the Executive Team, strategize staff development and succession planning to accommodate church growth and vision.
- Partner with our benefits partner to administer benefits plans including, but not limited to, health, disability and life insurance, dental insurance, and Section 125A flexible spending accounts.
- When appropriate, process necessary FMLA, STD, and Worker's Compensation claims according to state and federal regulations.
- Council staff leadership in handling difficult and sensitive employee issues.
- Protect the interests of the Church and the employee in accordance with appropriate church policies and governmental regulations.
- Process all necessary staff and volunteer background checks and maintain up-to-date checks every three years.
- Focus on continuous improvement, regularly evaluating HR-related vendors, systems, and processes to ensure PLC has the right system for our needs.

- Assure compliance with federal, state, and local regulations at all times.

SUPERVISORY RESPONSIBILITIES

Supervises the Human Resources Intern, when appropriate.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in business administration, Human Resources, or another related field preferred.
- 1-4 years' experience in the Human Resources field.
- Understanding of payroll processing or willing to learn
- Knowledge of various Human Resource Information Systems (HRIS)
- Working knowledge of FLSA, FMLA, ADA, EEO and other regulations related to employment.
- Equivalent combination of education and above experience that provides the required knowledge, skills and abilities to perform the duties of the position.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

OTHER SKILLS AND ABILITIES

- Demonstrated proficiency with general business acumen.
- HR certification through SHRM a plus.
- Excellent interpersonal skills.
- Strong service/quality attitude.
- Ability to work under pressure and meet established goals and objectives.
- The ability to communicate and establish effective working relationships with all levels of people.
- The ideal candidate should be creative, detail oriented, flexible, and decisive with the ability to plan, organize, coordinate work, set priorities, and motivate others.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Local travel is routinely required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The building is multi-level with several sets of stairs but is handicap accessible and equipped with an elevator. It is a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____