



## HUMAN RESOURCES SPECIALIST

**Department:** Operations: HR

**Reports To:** Director of Finance

**Hours/Week:** Up to 19 hours per week

**FLSA Status:** Hourly, Professional Exempt

**Schedule:** Monday-Friday

**Job Class:** Specialist

**Benefit Eligibility:** not eligible

**Location:** UPC Main Campus

**Salary Range:** \$30 to \$35 per hour

### UPC MISSION

We are a family of communities joining Jesus to transform our lives and the lives of neighbors at the University of Washington, in our neighborhoods, and all around the world.

### SUMMARY

The Human Resource Specialist will work with departmental leaders to effectively recruit, screen, hire and manage potential candidates to UPC. The HR Specialist will provide current understanding of best employment practices and will advise on the Personnel Committee. Additionally, this role will oversee payroll and benefit administration.

### RESPONSIBILITIES

- Accurate payment process of bi-weekly pay for 50+ full time and part time staff using TriNets software.
- Administration of employee benefits for staff, new & terminated employees.
- Manages the annual open enrollment benefit process.
- Filing and tracking systems for Payroll and HR.
- Preparation of statistical report, for state, federal and church law compliance. This includes FMLA and Long-term care quarterly reports.
- Oversees that background checks are administered for staff and volunteers along with the Safe Church series videos.
- Provides a HR department that is approachable and trusted by all levels of staff.
- Facilitate the recruiting and hiring/onboarding process for new employees with Directors and supervisors.

- Analyzes and identifies future needs for policies, processes, organizational development, and staff resources.
- Provides employee relations to staff.
- Coordinates the performance review and compensation management with the Executive Team.
- Coordinates legal compliance, as necessary.
- Schedules periodic training for sexual harassment, discrimination, Safe Church videos, etc.
- Sets and monitors HR strategic plan, short- and long-term goals, in collaboration with Executive Team and Personnel Committee.
- Recruits volunteers and assists with the work of the Personnel Committee.
- Attends department and UPC staff meetings.
- Occasional Holiday & Sunday worship participation expected.
- Other duties as assigned.

## **QUALIFICATIONS**

- Deep and growing faith in Jesus Christ and a theology consistent with the mission of UPC. Has read and understood the Essential Tenants and agreed to support them in the work they do at UPC.
- Cross-cultural competency and awareness.
- Bachelor's Degree and 5+ years Human Resources experience.
- Progressive advancement from HR generalist into senior HR management. Strong expertise in all HR functions.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- Experience in writing reports, business correspondence and policy and procedure manuals.
- Experience effectively presenting information and responding to questions from staff, groups of managers/department heads, and leadership.
- Must be detail oriented with strong organizational skills to manage a continuous workflow in a high volume, multi-tasking environment.
- High degree of flexibility and comfort with change and a willingness to learn new technologies and systems.
- Demonstrated ability to work effectively in a collaborative team environment with a dynamic range of people.

## **PHYSICAL REQUIREMENTS**



- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.
- This job is regularly required to sit, use hands to handle or feel, and talk and hear.