|  | **POSITION TITLE:** Senior HR Director  **CAMPUS OR TEAM:** Central Support  **REPORTS TO:** Executive Director of Ministry Services **SALARY** **HRS PER WEEK:** 40+Position summaryThe Senior Human Resources Director plays a key role in the success of the organization by offering guidance and best practices in three main areas – Benefits, Compliance, and Staffing. In order to steward our tithes and serve or staff with excellence, all processes, systems and requests will be evaluated through the lenses of sustainability, scalability and succession.POSITION RESPONSIBILITIES: **Benefits:**  **Healthcare:**   * Coverage Reconciliation * Annual Open Enrollment * HSA & HRA Administration * Broker relationship   **401K:**   * Fees Assessment * Policy Compliance * Employee Engagement * Broker Relationship   **Compliance:**   * Employee Handbook * Education and Training * BWC * Disciplinary Actions and Investigations   **Staffing:**   * Recruiting/Hiring Process * New Hire Onboarding and Orientation * Employee Evaluations * Employee Terminations * Corrective Coaching Process  POSITioN REQUIREMENTS:  * Being a tithing Missional Member in good standing at CedarCreek Church * Attendance at a weekend service and in a Group or on the DreamTeam * Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church * Honoring the CedarCreek Church Staff 10 Points of Accountability  MEASUREMENTS: The position will be evaluated by the following quantifiable measurements:   * Efficient and effective benefits open enrollment for our staff * Compliance and staff engagement with 401K * Efficient and effective Hiring Process and oversite of Onboarding * HR Network strength for HR collaboration and best practices * Empower and equip staff with HR systems and processes  ACCOUNTABILITIES: The position will also be held accountable for the following:   * Ensuring that Staff, Church, Campus, and Ministry values are upheld personally and among the DreamTeam * Maintaining good fiscal responsibility, stewarding resources with excellence * Maintaining unity within all Departments, Campuses, and Ministry Areas * Maintaining a positive mental attitude regarding the Church and its Leadership and Ministry Services in the presence of Guests, DreamTeam Members, and Staff at all times  Disclaimer Nothing in this job description restricts the right of the Position’s Direct Report to  assign or reassign duties and responsibilities to this job at any time. This is an at-will  position and can be terminated at any time.  **ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position:**   * **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling. * **Grasping.** Applying pressure to an object with the fingers and palm. * **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. * **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. * **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound. * **Repetitive motion.** Substantial movements (motions) of the wrists, hands, and/or fingers.   **Physical requirements of this position.**   * **Sedentary work.** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.   **The visual acuity requirements including color, depth perception, and field vision.**   * The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.   **The conditions the worker will be subject to in this position.**  The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.   * None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.) |
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