



## THE WINDSOR VILLAGE CHURCH FAMILY

### ***Windsor Village Church Job Description***

**Title:** Human Resources Manager  
**Reports To:** Chief Administrative Officer (CAO)  
**Team:** Administration  
**FLSA Status:** Exempt – Full-time

#### **A. General Summary and Purpose**

Incumbent has primary responsibility for managing and implementing

- Employee benefits for the Church and all 501(c)3-affiliated organizations
  - Church-based aspects of the payroll delivery system for full- and part-time employees, consultants, and contractors
  - Time and leave policy
  - Records maintenance aspects of the Human Resources Department
  - Drafts and updates Human Resources personnel policies
  - Writes and maintains job descriptions
  - Issues key and badge access entry cards
  - Assigns workstations and WVC equipment resources
- . Assists with major change initiatives designed to enhance the competitive capabilities of managers, teams, and individuals.
- . Ensures consistent employment practices and procedures and compliance with all governmental employment regulations.
- . Monitors staff performance and assists management with disciplinary actions.
- . Assists with staff recruitment selection, orientation, recognition, and grievances.
- . Assists with the development of training programs, workshops, and a Continuous Improvement Program.
- . Serves as a resource for management and employees of Windsor Village Church and the separate organizations founded by the Church.

#### **B. Major Duties and Responsibilities**

1. Oversees all aspects of employee participation in health/dental/supplemental health, 403b and the UMC pension programs, enrollment through termination. Conducts interactions with employees from the initial benefits package review through change orders, terminations, and COBRA participation. Has signatory authority for all steps in the process. Leads annual Open Enrollment, from initial preparation of the census, through enrollment or waiver of employees.
2. Maintains accurate records for all benefits accounts payable and pays all premiums promptly. Issues accurate bills to 501(c)3-affiliate organizations and collects amounts due to the Church in reimbursement.

3. Administers Short- and Long-Term Disability claims.
4. Ensures consistent employment practices and procedures for Windsor Village Church and other 501(c)3-affiliate organizations and compliance with all governmental employment regulations.
5. Manages the audits of benefits and worker's compensation program for the Church and the separate 501(c)3 affiliated organizations founded by the Church.
6. Maintains confidential personnel files.
7. Oversees staffing and recruiting activities, promotions, and workflow reassignments.
8. Oversees staffing and recruiting activities for the separate 501(c)3 affiliated organizations.
9. Conducts market-based compensation analyses.
10. Trains management and supervisors for preparation of annual performance assessments. Reviews assessment forms and recommends revisions, as needed. Maintains central files of performance assessments.
11. Manages employee relations activities, investigates and resolves employee grievances.
12. Develops and administers employee recognition programs.
13. Assists management with disciplinary actions, work improvement plans, and terminations.
14. Serves as a resource for management and employees of Windsor Village Church and the separate 501(c)3 affiliated organizations founded by the Church.

#### **Payroll and Accounts Payable**

1. Manages the Church-based and the separate 501(c)3 affiliated submission and distribution elements of Payroll for full-time and part-time employees, consultants, and contractors. Manages the time and leave policies that are essential to paying time away from work.
2. Pays all Human Resources Department's accounts payables.
3. Manages the WVC American Express card program.
4. Manages and oversees some GL accounts and scholarship disbursement programs.
5. Responds to requests for payroll records and documents for the Church and the separate 501(c)3 affiliated organizations.

#### **Miscellaneous**

1. Responds to requests for Employment Verification, manages personnel files for full-time and part-time staff, consultants, and contractors.
2. Chairs and implements birthday celebrations, luncheons, and other staff events.
3. Manages the Criminal Background Check for Church employment, Church volunteers, and the separate 501(c)3 affiliated organizations.
4. Other duties, as assigned.

#### **C. Knowledge Required and Personal Qualifications**

Bachelor's Degree is required. Five years of experience in Human Resource Management, with previous responsibility for the development of employment practices and procedures, governmental compliance, and human resource administration.

Three years of experience with an employee's medical and dental benefits carrier or in a benefits management office is required.

Proficiency in Microsoft Office and an aptitude for other software systems required. Experience in Customer Service is highly preferred. Must possess an affinity for working with figures, attention to detail, and the ability to work well, and calmly, under pressure.

Excellent interpersonal skills as well as willingness and ability to serve.

Experience in developing and administering training and improvement programs is preferred.

**D. Contacts Within/Outside the Church**

Daily contact with employees of the Church and separate 501(c)3 affiliated organizations, the Payroll Department, vendors, and benefits providers/carriers.

**E. Keys to Success**

Confidentiality, organizational skills, flexibility, knowledge of employment laws and regulations, analytical and critical thinking skills, training ability, creativity and innovation, strong interpersonal skills and the willingness and ability to serve others. Must be detail-oriented with exceptional human relations skills for communications at all levels of the organization, as well as patience for a high volume of telephone contacts.

**F. Work Schedule**

Occasional work beyond the 40-hour workweek will be necessary to accomplish job objectives.

**G. Supervision Exercised**

This position will involve no direct or indirect full-time employees reporting to it. There is a potential for the supervision of temporary assistants.

**H. Work Environment**

The responsibilities of this position will be conducted in a normal office environment with acceptable lighting, temperature, and air conditioning.

**I. Physical Effort**

This position is physically comfortable. The incumbent has discretion about walking, standing, etc.

Please send your resume and cover letter to [hr@wvumc.com](mailto:hr@wvumc.com) or mail to:

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