Position Description

Position: Human Resources Analyst

Reports to: Director of Human Resources

Last Reviewed: 02/25/22

Department: Human Resources

Range:

Class: Hourly FT

Summary

As full-time HR Analyst to the Human Resources Department, assist the Potomac Conference Corporation (PCC) in accomplishing its' mission to grow healthy, disciple-making churches. As a team of biblical servant leaders, PCC provides leadership, training and oversight to their network of disciples as together they share the gospel of Jesus. They value Christ-like stewards, practical creativity, helpful collaboration, grace-filled accountability, and transformational learners.

Essential Job Functions/Duties

- **A biblical servant leader** *(who (1) serves as an authentic follower of Jesus and His mission, (2) engages others in a life of holiness, and (3) takes the initiative to equip others for His mission and growth of His kingdom) that will assist the conference in accomplishing its mission and vision by modeling its' values.*
- **Meetings:** Actively engage in weekly HR meetings, Office Staff meetings as well as other meetings as requested.
- **Maintain:**
  - Maintain Employee Contact List up to date
  - Maintain Employee information up to date on bSwift
  - Maintain Education compliance (TB tests, Physical Exams, Sterling volunteer)
- **Process:**
  - Assist with Locally Funded Employee initiative/processing
  - Assist in providing guidance/interpretation of employment laws/regulations for local entities and employees
  - Assist with timely processing of all new hire paperwork
  - Verify references and conduct background checks on job candidates
  - Download Fingerprint results for appropriate employees
  - Prepare fingerprint invoices
  - Use human resources management software to prepare and maintain records of employee hiring, promotion, transfers, or termination
  - Prepare Monthly Anniversary, Birthday, Ministerial Spouses Reports
  - Process Verifications of Employment
  - Process the paperwork for employment termination

- o Tax Documents: mail 1095C it to employees by January 31 each year
- o Anonymous Counseling:
  - Manage the providers
  - Update Brochure/information on the website as new providers are added
  - Oversee the mailing of coupons at the beginning of each year
  - Processing invoices to be sent to treasury for payment
- o Benefits Coordination: Responsible for maintaining and communicating benefit information to employees including, but not limited to:
  - Service Records (SR)
    - set up and maintain files
    - annual input and bi-annual distribution of file to an employee
    - request SR for new hires
  - Retirement
    - prepares estimates for review by Director
    - processes paperwork for retiring employees
    - set up meetings regarding retirement as needed/requested
  - Enrollment/Changes/Questions regarding:
    - Medical/Vision/Dental Insurance
    - AD&D (including coverage lists and billing)
    - Life Insurance (including coverage lists and billing)
- **Support:**
  - o Oversight of employee I-9 files (audit, purge)
  - o Special projects as assigned

Education, Skills, and Experience

Associate degree required. Successfully completed coursework in related field desirable. Proficiency with Microsoft Office Suite required. A proven track record of effective leadership, judgment, collaboration, attention to detail, learning, and character above reproach. Personally create annual spiritual growth and skill development plans.

Credentials/Licenses/Certifications

- Adherence to the minimum code of conduct set forth in the *Professional Baseline for Full-time, Hourly Employees*
- Valid documentation of legal right to work in the United States
- Child Protection Training Certificate of Completion
- Criminal Background Check

Work Environment

Employee will be required to do the following for prolonged or significant periods; 1) sit; 2) stand; 3) traverse stairs; 4) lift more than 10 lbs. Overtime may be required, but no travel will be required. Any overtime requires prior supervisor approval; 5) Ability to appropriately handle stress and interact with others is an essential function of this job.