

PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION

POSITION TITLE: Director of Human Resources

REPORTS TO: Vice President of Finance

PAY RANGE: \$2307 TO \$3461 bi-weekly

SUMMARY: Direct all activities of the Human Resources department which include Payroll/Benefits using discretion and independent judgment. The interface between the company and job applicants. Direct the maintenance of adequate personnel files and up-to-date employee service records. Assist supervisors and managers in finding suitable new employees. Keep informed of laws affecting employee rights and employer obligations. Assist employees with personal and job-related problems. Coordinate in-service training programs. Coordinate student and temporary employee employment.

ESSENTIAL FUNCTIONS OF THE JOB:

- I. Hire and/or facilitate the hiring process.
 1. Advertise open positions and interview applicants.
 2. Acknowledge mailed-in applications by phone, email, or letter.
 3. Screen applications with the purpose of matching promising applicants to job openings.
 4. Oversee application file
 5. Provide Vice Presidents with copies of promising job applications when an opening occurs.
 6. Conduct employment interviews and check references.
 7. Arrange for pre-employment testing.
 8. Arrange for pre-employment physical if required.
 9. Process new employees.
- II. Listen to employee problems and help find solutions.
- III. Locate and hire temporary employees as requested by the area Vice President
- IV. Update Employment Handbook as needed. Assist in personnel policy formation. Explain company policies to inquiring employees.
- V. Maintain adequate personnel files that comply with federal/state laws as well doing all Human Resources record management.
- VI. Supervise the Human Resources Generalist.
- VII. Maintain employee Service Records.
- VIII. Assist employees and former employees in applying for denominational retirement plan benefits.
- IX. Coordinate and assist in the preparation of job descriptions.
- X. Terminate employees or assist in the termination process.
 1. Provide information to payroll for termination purposes.
 2. Notify employees (unless handled by Management).
 3. Have employee complete an exit interview.
- XI. Keep informed of changes in denominational policies and benefits.
- XII. Keep alert to changes in laws relating to employment/discharge practices.
- XIII. Correspond with North American Division personnel on matters pertaining to retirement, benefits, for inter-division workers, call transfer of workers.
- XIV. Handle employee change of status, wage rate, address, etc.
- XV. Negotiate Workers' Compensation coverage for the entire company.
- XVI. Maintain performance evaluation system.
- XVII. Benefits administration and reconciliation for:
 1. Family and Medical Leaves
 2. Medical Insurance
 3. Retirement (Defined Benefits and Defined Contribution)
- XVIII. Negotiate Health Care Administrator contracts and recommend to Management yearly.
- XIX. Social Committee Chair and serve as Secretary of HR/Management Committee.
- XX. Participate in wage surveys and compiling community wage information for the purpose of assisting in wage administration. Maintain the wage Audit spreadsheet.
- XXI. Coordinate training programs and keep track of employee training.

- XXII. Serve as privacy officer of Pacific Press by overseeing all ongoing activities related to the development, implementation, maintenance of, and adherence to all organizational policies and procedures covering the privacy of the access to protected health information insuring compliance with federal and state laws. The Privacy Officer will:
1. Provide leadership for the organization's efforts to develop, understand and implement privacy policies and practices, remaining up to date on industry and legal requirements of privacy.
 2. Insure privacy procedures are followed by conducting audits on a regular basis and monitoring all departmental systems and practices.
 3. Document, track, and investigate all complaints and/or questions related to any aspect of the organization's privacy practices and follow up to see that issues are resolved.
 4. Maintain documentation on all authorized disclosures, training of personnel, and complaints with regard to protected health information and its use in the organization.
 5. Develop training and insure that all employees and new hires (within a reasonable time after hire) are trained on the legal and organizational practices with regard to protected health information.
 6. Periodically review privacy procedures and policy and update where needed.
 7. Coordinate external reviews of business associate agreements where necessary.
- XXIII. Maintain regular attendance at work.
- XXIV. Comply with Pacific Press employee handbook guidelines
- XXV. This job description is not intended to be all-inclusive; the Director of Human Resources will also perform other reasonable related business duties as assigned by the Vice President of Finance and President.

EXPERIENCE: Minimum of five years of experience in Human Resources administration or equivalent administrative leadership experience. Experience in administrative procedures is mandatory. An even temperament and ability to deal with criticism from employees who become upset. Bilingual in English and Spanish is a plus. HRIS experience is recommended. Excellent customer service mentality.

EDUCATION: Bachelor's degree in Human Recourses Administration or equivalent degree with related on-the-job experience. SHRM-CP or SHRM-SCP certification is preferable.