



**GREATER NEWYORK CONFERENCE**  
of Seventh-day Adventists

**JOB DESCRIPTION – DIRECTOR OF HUMAN RESOURCE SERVICES**

Recruiting for this position is being managed by Alanzo Smith, Greater NY Conference Executive Secretary. Please send your resume to [secretariat@gnyc.org](mailto:secretariat@gnyc.org). **Previous applicants need not apply.**

**ORGANIZATION:** Greater New York Conference of Seventh-day Adventists  
**ACCOUNTABILITY:** Reports to the Executive Secretary  
**STATUS:** Full Time, Exempt  
**DATE:** Applications will be accepted no later than **March 13, 2020**

**JOB SUMMARY:**

This position is responsible for guiding and directing the overall provisions of Human Resources services, policies, and programs for the Greater NY Conference. Specifically, this position oversees and coordinates policies and programs covering employment, placement, wage and salary administration, employee orientation, training, and benefits. Advises administration and relevant committees on personnel issues.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for implementing, enforcing and administering federal and state employment regulations as well as conference policies and procedures.
- Ensure accurate and written job descriptions with clear job accountabilities, for all levels of employment.
- Monitors all employee hiring, evaluations, and terminations.
  - a. Maintain lawful forms and/or procedures for employment applications, including procedures for interviewing.
  - b. Ascertain that any and all terminations are conducted in accordance to policy and governmental laws.
  - c. Develop and supervise the maintenance of a permanent personnel database with pertinent data regarding employee's employment history, family and benefits.
  - d. Review and make recommendations regarding procedures in setting wages and salaries, employee classifications, and employee benefit programs and services.
  - e. Develop and implement a system of routine employee evaluations and maintain records accordingly.
- Develop training programs; organize training sessions, workshops, and activities.
- Services as the compliance officer
- Administration of all employee benefits and services to include health care programs, retirement savings, life insurance, disability insurance, leave management and benefits.
- Develop and manage all safety programs as well as accident reporting
- Manages all workers compensation claims and represents the organization at worker's compensation hearings as needed.
- Performs other duties as assigned and deemed necessary under the direction of the Department Supervisor.

**SKILL AND EDUCATIONAL REQUIREMENTS:**

- Must have an expressed commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, and a member in good and regular standing.
- Basic understanding of Human Resource issues relating to Seventh-day Adventist denominational policies and applicable government laws and regulations.
- Must have good interpersonal communication skills with ability and desire to work cooperatively with the conference Administration, Directors and conference employees.
- Bachelor's degree in Business Administration, Human Resources or other related field from an accredited university.
- Professional of Human Resources Certification (PHR) is required or at least five 5 years' experience of strategic Human Resource leadership.
- Strong working knowledge of federal and state employment regulations.
- Must be in good health, willing to travel in conjunction with job responsibilities, and able to operate an automobile.

**SUPERVISORY RESPONSIBILITIES:**

The HR Director has the direct responsibility for the supervision of the Human Resources Department including completing performance evaluations.

**INTER-RELATIONSHIPS:**

The Director of Human Resources maintains an open line of communication with the administration. This person also interfaces regularly with other departments.

**WORK SCHEDULE AND CONDITIONS:**

Normal work hours will be Monday through Thursday from 8am to 6pm. The majority of work hours will be spent in a professional office environment. Weekend and evening hours of work and travel may be required.