



PITTSBURGH THEOLOGICAL SEMINARY HUMAN RESOURCES DIRECTOR JOB POSTING-DECEMBER 2021

Pittsburgh Theological Seminary is accepting applications for a full time **Human Resources Director**.

POSITION SUMMARY:

The primary responsibilities of the Human Resources director is to manage the Seminary's Human Resources (HR) functions insuring that the Seminary is in full compliance with applicable laws and regulations: develop, implement, and evaluate ongoing HR policies, programs, and activities; assure the flow of communications to and from the entire community for HR matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties consist of HR activities, such as benefits, compensation, and employee relations to ensure consistent and fair treatment of employees and compliance with all applicable laws and policies as illustrated but not limited to the following:

- Provide guidance to staff and faculty on a wide variety of HR Issues such as benefits, employee relations, grievance procedures, performance evaluation, and policy interpretations.
- Assess effectiveness of employee benefit plans and recommend changes for increased efficiency, cost effectiveness, and improvement of services by evaluating benefit program options, premiums administration, vendors, and monitoring market trends. Responsible for employee enrollment with each carrier.
- Stay current on employment legislations and industry trends that effect HR ensuring compliance with applicable federal and state laws and regulations.



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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

- Partner with managers for talent acquisition/retention by being involved in interviewing and selection process and analyzing turnover rates. Perform exit interviews, determine reasons behind separation, and recommend solutions. Manage all aspects of relocation.
- Oversee salary and wage administration by planning, designing, implementing, and administering the Seminary's compensation practices such as market pricing, survey participation, base salary structure development, job description, job evaluation, developing strategies and recommending adjustments to support the Seminary's goals and objectives. Manage the Seminary's salary and benefits budget, work with the Board President on executive compensation, and prepare annual salary letters.
- Work with key PTS members to develop, recommend, and implement diversity and inclusion training and development programs. Maintain the key facilitator role with outside consultants and trainers. Assist with the communication of this information to the staff, faculty, and Board members.
- Work with the President and other key members to develop, recommend, and implement managerial skills training to meet the current and future needs of the Seminary.
- Develop and implement the PTS annual performance appraisal process. Educate employees and managers on the strengths of a robust program on performance and morale.
- Develop, recommend, and implement personnel policies and procedures for the employee handbooks except in matters of faculty promotion and tenure; maintain updates to handbooks and communicate established employer standards to the employees.
- Serve as the Seminary's Title IX Deputy Coordinator and the Deputy Anti-Discrimination Coordinator. Must be knowledgeable on all Title IX regulations, will manage any assigned complaints, and will function as the hearing team advisor. Maintain all formal documentation within the HR Office.
- Responsible for the annual compilation, maintenance, and filing of all required HR data for the ATS and IPEDS reporting.
- Lead the development of new employee and benefit orientations and other benefit training to contribute to employee satisfaction and retention.



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- Responsible for health/wellness activities and employee events, including annual Service Awards and community-wide blood drive. Serves on the Employee Life, Community Life, and the Institutional Effectiveness committees.
- Partner with legal counsel in HR matters, including maintaining pension/retirement plans.
- Manage the Seminary's Tuition Remission program, adhering to all internal and external filing requirements.
- Work with key PTS members to develop and implement an institutional succession plan for key and projected turnover roles.
- Manage all set up and termination of employee data within the Seminary's HRIS and Jenzabar systems. Provide training to all new employees and maintain all employee updates and changes within the system. Manage the HR information on the Business Office/HR tab of the intranet, keeping documents, forms, and other resources up to date.

The Human Resources Director will report to the PTS President and Vice President for Finance and Administration and may be asked to perform other duties as required. This is a full time, FLSA exempt position.

QUALIFICATION/REQUIREMENTS:

Must possess excellent verbal and written communications skills; strong interpersonal, analytical, conflict management skills; and the ability to work effectively with a wide range of constituencies in a diverse community, excellent PC skills; strong organization skills; visual and auditory skills; detail-oriented, CCP/CBP/CEBE/SPHR/JPHR certification preferred; solid working knowledge of at least two HR functions (such as compensation, recruitment, performance management); knowledge of federal and state employment laws and regulations. Must be able to maintain confidentiality.

EDUCATION/TRAINING/EXPERIENCE:

Bachelor's degree in Human Resources Management, related discipline, or equivalent, plus a minimum of five (5) years of progressively responsible experience in HR. Experience managing a one-person HR office beneficial.

WORK ENVIRONMENT:

Typical Office

TO APPLY:

Interested candidates should provide a cover letter, resume, and the names of three references. Application materials should be submitted to the Human Resources search at careers@pts.edu.



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We will begin review of applications as they are received. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.

JOB LOCATION:

616 North Highland Avenue, Pittsburgh, PA 15206

This is a hybrid position, not a remote position.

FULL TIME POSITION:

This position does receive the following benefits: 403(b)(retirement plan), paid time off including vacation, personal, and sick time. It is also eligible for medical, dental and vision coverage.

EQUAL EMPLOYMENT OPPORTUNITY:

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also conforms to all applicable federal, state, and local laws and regulations relating to equal employment. No person shall be discriminated against in hiring, discharge, promotion, or benefits because of race, color, sex, cultural background, national origin, religion, veteran's status, non-job related disability, or any other classification protected under applicable law.

EXPECTATION FOR ALL EMPLOYEES:

Support the mission of the Pittsburgh Theological Seminary by participating in God's ongoing mission in the world. Pittsburgh Theological Seminary is a community of Christ joining in the Spirit's work of forming and equipping both people for ministries familiar and yet to unfold and communities present and yet to be gathered. Abide by the current laws and organizational policies and procedures designed and implemented to promote an environment that is free of harassment and other forms of illegal discriminatory behavior in the work place.

INSTITUTION SUMMARY:

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.) offering masters and advanced degrees as well as certificate programs. Pittsburgh Seminary prepares students for ministries in established and emerging Christian communities around the world. Rooted in the Reformed tradition and with a centuries-old history of mission and scholarship in service of the church, the Seminary is committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is denominationally diverse, consisting of Presbyterians, United Methodists, Baptists, Anglicans/Episcopalians, Orthodox,



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Lutherans, and representatives of a number of other traditions plus nondenominational students.

In 2015, the Seminary successfully completed a \$26 million capital campaign. These funds were used to introduce a reimagined master's-level curriculum, fully renovate the Clifford E. Barbour Library, make other improvements to the physical campus, endow resource programs in urban ministry and world mission, establish the Center for Writing and Learning Support, develop ecclesial partnerships, and invest in new key personnel. All these initiatives reinforced the Seminary's commitment to collaboration, access, resources, and diversity. The Seminary remains committed to key initiatives from the 2020 Strategic Plan, including becoming an antiracist institution, expanding program delivery, and increasing denominational partnerships and engagement, as well as advancing the institutional master plan.