



**HUMAN RESOURCES MANAGER  
PART-TIME (28 HOURS PER WEEK)  
JOB POSTING  
June 2020**

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**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 women and men 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 comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

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. In 2020 the Seminary will implement its next Strategic Plan and continue advancing the institutional master plan.

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**POSITION SUMMARY:**

Manages the Seminary's Human Resources (HR) functions insuring that the Seminary is in full compliance with applicable laws and regulations; develops, implements and evaluates ongoing HR policies, programs, and activities; assures 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.



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**ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):**

- Stay current on employment legislations and industry trends that effect HR ensuring compliance with applicable federal and state laws and regulations.
- Partner with managers for talent acquisition/retention by being involved in interviewing and selection process, analyze turnover rates. Perform exit interviews, determine reasons behind separation, and recommend solutions. Manages all aspects of relocation.
- Oversee salary and wage administration by planning, design, implementation and administration of 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. Manages the Seminary's salary and benefits budget, works with the board president on executive compensation, and prepares annual salary letters.
- 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. Maintains 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.
- 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
- Manage all set up and termination of employee data within the Seminary's HRIS and Jenzabar systems. Provides training to all new employees and maintains 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.



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The Human Resources Manager will report to the Vice President for Finance & Administration and may be asked to perform other duties as required. **This is a 28-hour per week, 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.

**EXPECTATION OF ALL EMPLOYEES:**

Supports the mission of the Pittsburgh Theological Seminary which is a caring and ecumenical community seeking to prepare men and women for pastoral ministry and Christian lay leadership in all phases of the Church's outreach.

Abides by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of harassment and other forms of illegal discriminatory behavior in the work place.

**WORK ENVIRONMENT:**

Typical Office

*This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future*

**Job Location**

616 North Highland Avenue, Pittsburgh, PA 15206



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**Equal Employment Opportunity**

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also complies with all applicable federal, state and local laws and executive orders relating to equal opportunity in employment.

**To Apply**

Interested candidates should provide a cover letter, a complete CV or resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to the Human Resources Search Committee at [careers@pts.edu](mailto:careers@pts.edu).

The search committee will begin its 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.