Job Announcement
Manager of Human Resources
Graduate Theological Union

The Graduate Theological Union (GTU) seeks a Manager of Human Resources to administer human resources services, programs and policies in a one-person HR office. The ideal candidate has at least 5 years’ increasing experience, including diverse employee classifications and departments, extensive experience with an HRIS/Payroll system, and excellent attention to detail and communication skills with ability to understand the broader picture of the institution and GTU consortium of schools. The successful candidate will have a strong understanding of practical and applicable organization processes and structures, combined with hands-on human resource expertise. This is a full-time, benefits eligible position.

Located in Berkeley, California, the Graduate Theological Union (GTU) is the largest and most diverse partnership of seminaries and graduate schools in the United States, pursuing interreligious collaboration in teaching, research, ministry, and service. Since its founding in 1962, the GTU has produced thousands of alumni who teach at eminent universities and seminaries, lead and work in a broad variety of arenas – cultural, economic, inter-religious, non-profit and political – to achieve the greatest good.

The successful candidate will have a unique opportunity to make meaningful contributions in further fostering the GTU’s inclusive and diverse culture, while working alongside an accomplished team of purpose-driven professionals. Learn more about life at the GTU and the transformative work of our students, faculty, alumni and staff at gtu.edu

**PRIMARY POSITION PURPOSE**

The Manager of Human Resources proposes and implements the human resources services, policies and programs for GTU. The Manager is a generalist who performs all aspects of human resources to promote a healthy and high-performing workplace in compliance with legal requirements and best practices. This person works collaboratively across the GTU to develop and improve human resource programs and services for the benefit of staff, faculty, and students. The successful candidate will have a strong understanding of practical and applicable organization processes and structures, combined with hands-on human resource expertise in a one-person HR office.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Provides both overall strategic HR leadership and all hands-on day-to-day HR functionality.
Effects continuous improvement of HR policies, procedures, processes and documentation, including employee manuals for faculty, staff and students and website pages applicable to HR.

Manages the compensation function, including monitoring and scheduling pay actions, recommending, planning and implementing pay structures, and planning and implementing salary administration policies.

Identifies, evaluates, and proposes solutions to human relations, employee morale, work performance, and organizational productivity concerns.

Investigates employee complaints, directs employee disciplinary procedures, and mediates workplace disputes. Functions as Title IX Deputy Coordinator.

Oversees and/or conducts investigations of alleged harassment or discriminatory conduct.

Provides information, advice and direction to managers on HR related matters.

Administers and directs a comprehensive benefits program currently including worker’s compensation, medical, dental, vision, life, disability, paid leave, flexible spending, retirement, commuter, and other sponsored benefit programs as determined/changed each year.

Administers the 403(b) plan including interpreting plan documents, ensuring ERISA compliance, working with vendors and chairing the employee plan committee.

Guarantees compliance with appropriate federal and state laws and regulations.

Ensures compliance with appropriate federal and state laws and regulations.

Ensures all job descriptions are up-to-date and accurate.

Maintains online HR information systems and employee records, ensuring compliance with the appropriate federal, state and GTU record keeping requirements.

Works with the financial aid department to ensure compliance with Title IV federal work study requirements and to maximize use of federal work study funding.

Maintains up-to-date knowledge of legal requirements and government reporting requirements and regulations affecting human resources, and proactively ensures business practices are in compliance. Advises management on compliance issues.

Prepares annual reports on HR data, periodic metrics tracking, and compliance reporting.

Reviews and edits 1095C reporting produced by the online HR/Payroll provider.

Maintains a customer-focused and responsive work environment.

OTHER DUTIES AND RESPONSIBILITIES

Perform other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements and physical demands listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential, principal duties.

Minimum Qualifications

Education: Education equivalent to a bachelor’s degree from an accredited college or university is required, with major course work in human resources or a closely related field preferred.
Experience: Minimum of five years of related generalist HR experience, preferably in an institution of higher education. GTU typically has around 110 employees including benefitted and non-benefitted, full-time and part-time. Extensive and recent experience in a similarly diverse, one-person HR environment is preferred.

Other Skills:
- Considerable knowledge and applied experience with CA employment practices, policies, payroll and benefits administration. Must also possess deep knowledge of Federal and local employment laws.
- Attentive to detail and effective in handling multiple concurrent tasks with good organizational abilities.
- Previous experience with Title IX programs is preferred.
- Strong employee customer service orientation with excellent interpersonal skills, and solid familiarity with employee relations.
- Excellent written communication skills. Ability to prepare and present clear and concise reports, correspondence, policies, procedures, and other written materials.
- Excellent interpersonal skills, with an ability to inspire trust and confidence at all levels of staff. Proven success working cross-functionally in an organization.
- Average computer skills including MS Office Outlook, Word, Excel, PowerPoint and extensive previous experience with an HRIS/Payroll system (Paycor preferred).
- Able and skilled at taking initiative and exercising sound judgment at all times.
- Strong project management skills.
- Excellent time management skills with ability to manage multiple conflicting priorities and projects simultaneously and with composure.
- Must be professional, diplomatic and able to serve a variety of constituents with equity, fairness and tact.
- PHR or SHRM-CP certification required. Certification can be completed within 12 months of hire.

COMPENSATION PACKAGE
Competitive salary dependent on qualifications, plus excellent benefits.

APPLICATION INSTRUCTIONS
Candidates should submit by email to HR@gtu.edu, a resume and letter of application addressing qualifications. Applications will be reviewed when received, and review will continue until the position is filled.

The Graduate Theological Union is an Equal Opportunity Employer.