

Immanuel Lutheran Church & School Job Description

Preamble: It is understood that all who are employed at Immanuel Lutheran Church and School agree to support and work towards the fulfillment of the congregation's mission and vision as set forth in the personnel policies.

Job Title: Human Resources and Risk Management Coordinator

Reporting To: Senior Pastor

Status: Exempt • Part-Time or Full-Time

Salary: Commensurate to experience and budget resources available

Employment Term: 12-months • Employment is at-will according to the Personnel Policy Manual

Purpose of the Position

To coordinator and perform all church and school human resource and risk management responsibilities and functions as directed Senior Pastor. This position works closely with the Board of Directors, all supervising personnel, and the Bookkeeper.

Academic / Professional Qualifications

- High school diploma required; Bachelor's degree in HR, business or a related field preferred
- Experience in Human Resources administration preferred
- Knowledge of administrative and clerical procedures
- Knowledge of computers and software applications including word-processing and spreadsheets
- Knowledge of payroll products and services
- Knowledge of the LCMS Call process and ministry worker tax status applications
- Knowledge of Federal and State labor laws
- Knowledge of ISBE Non-Public School Recognition requirements pertaining to Human Resources
- Member in good standing of an LCMS congregation preferred
- Positive Christian role model

Key Competencies & Skills

- Verbal and written communication skills
- Professional personal presentation
- Organizing, planning and prioritizing
- Attention to detail and accuracy
- Initiative
- Reliability
- Personal Emotional management
- Multi-task and work with frequent interruptions
- Interpret and implement policy objectively
- Manage and work with detailed information and data
- Work well as part of a team
- Meet deadlines
- Manage multiple projects and priorities simultaneously
- Address highly sensitive situations and maintain confidentiality

Work Schedule

The weekly work schedule requires an annual average of 30-hours per week and is determined by the Senior Pastor according to the needs of the church and school.

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Essential Duties & Responsibilities - Benefit Coordination

- Serve as the primary Concordia Plan Services (CPS) liaison for all benefit matters. Keep up-to-date on any changes in the CPS benefits and communicate changes to the staff and Board of Directors accordingly.
- Ensure eligible employees are properly enrolled in CPS benefit programs and educated on all available benefits including the Concordia Health Plan (CHP), Retirement Plan, 403(b) Savings Plan, Disability and Survivor Plan, Health Savings Plans, Accident Insurance Plan, Health Savings Account, and Flexible Spending Account.
- Coordinate and implement all aspects of annual CPS open enrollment, and any mid-year enrollments or changes, including updating payroll for applicable rate changes and deductions.
- Communicate information regarding new rates, CHP options, and changes to CHP benefits to the Senior Pastor and Board of Directors for budgeting.
- Audit monthly benefit invoices and prepare the ILCS account requisition for the bookkeeper.
- Audit all health spending account (HSA and FSA) transactions monthly; provide documentation to the bookkeeper.
- Prepare and submit the bimonthly 403(b) transmittal report as required by law.
- Prepare and submit Concordia Plan's Annual Compensation Report.
- Prepare annual Disability and Survivor Plan tax reporting figures, update the payroll system accordingly, and communicate the tax information to employees according to status.
- Communicate special benefit programs and opportunities to eligible employees throughout the year (i.e. Be Well Rewards program, EAP program...)
- Coordinate all aspects of the Housing Allowance Designation process for Called workers.

Essential Duties & Responsibilities - Recruitment and New Hire Coordination

- Publicize and post open positions on the ILCS website.
- Accept applications and resumes received by mail and via the online application system; forward applicant information to the appropriate hiring staff person.
- Communicate hiring status appropriately with applicants.
- Coordinate all administrative aspects of extending a Call including serving as a liaison with the appropriate District(s) and drafting and processing the Call documents.
- Draft new hire faculty contracts Call documents and staff offer letters.
- Coordinate the hiring process and ensure all new hire procedures and documents are completed properly (i.e. Federal I-9 Worker Eligibility Form, State and FBI fingerprinting and background check, National sex offender database check, DCFS mandated reporter training and certification, Physical Exam requirements, ISBE teacher licensure verification, IDES New Hire reporting, CPS enrollment, direct deposit enrollment, State and Federal W-4 Allowance forms, receipt of Personnel Policy Manual, and Emergency Contact form).
- Inform "need-to-know" personnel of new hires (i.e. Senior Pastor, Bookkeeper, Help Desk Technician...)
- Maintain all employee records including separate personnel benefit files.
- Enter new employee information in the payroll system including personal information; job title and department; FSLA status; W-4 withholding; direct deposit; employee category and type; accrued benefit information for vacation, sick, holiday, personal and bereavement days; benefit deduction information; housing allowance and pay rate.

Essential Duties & Responsibilities - Employee Relations, Payroll, Record Maintenance and General

- Update information for current employees in the payroll system as needed; communicate accordingly with the Bookkeeper.
- Coordinate and document employee training including, but not limited to, DCFS Mandated Reporter training, Sexual Harassment Prevention training, Civil Rights Training, and Bloodborne Pathogens training.
- Maintain office hours to ensure availability to answer questions and provide information during the regular work week.
- Act as the Title IX Coordinator.
- Process all Time Off Record forms to ensure use of accrued benefits is tracked accurately in the payroll system for vacation, sick, holidays, personal and bereavement time; communicate with the Bookkeeper with regard to the proper payment of substitute teachers.
- Process all applicable leaves of absence according to the FMLA.
- Oversee the documentation and handling of employee disciplinary issues, grievances, and complaints according to the Personnel Policy Manual.
- Draft and maintain an up-to-date job description for each current position and each stipend assignment.

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Essential Duties & Responsibilities - Employee Relations, Payroll, Record Maintenance and General - continued

- Coordinate the exit transition for all employee terminations and retirements including collecting keys, discontinuing computer access, updating the payroll system, and coordinating benefit details with CPS.
- Coordinate and implement all aspects of ILCS's worker's compensation coverage as necessary.
- Process the bi-monthly pay cycle.
- Maintain a thorough working knowledge of the ILCS Personnel Policy Manual and the ILCS Constitution and Bylaws.
- Draft staff merit increase letters and faculty agreements and contracts annually and as needed.
- Oversee the implementation of salary increases, the use of the faculty wage scale, and the determination of staff compensation to ensure and promote equity among wages and salaries.
- Calculate annual salary and benefit costs as requested for the drafting of the annual budget.
- Complete HR related District, Synod, State and Federal forms and reports in a timely manner.
- Ensure State and Federal labor law poster and notice requirements are implemented.
- Perform special assignments as directed by the Senior Pastor or Board of Directors (i.e. provide Personnel Policy Manual revision input).

Essential Duties & Responsibilities - Human Resource Risk Management Coordination

- Serve as the primary insurance company liaison and contact person for all property, general liability, employment liability, boiler, crime, directors and officers, worker's compensation and risk management insurance matters.
- Advise the Senior Pastor and Board of Directors of any risk management strategy recommended by the insurance companies; implement strategies as directed.
- Advise the Senior Pastor and Board of Directors of any property, liability, and/or safety concern identified by the insurance companies; respond as directed.
- Receive, process, document, and follow-up on all work-related and non-work-related incidents, accidents, or situations of potential loss reported to have occurred at ILCS.
- Complete all annual policy renewal forms.
- Coordinate the annual workers compensation insurance audit and advise the Senior Pastor and the Board of Directors of the audit results.
- Receive *Protect My Ministry* background check reports and perform National sex offender checks on all school volunteers as a risk management strategy; advise the Senior Pastor and Principal accordingly.
- Issue all staff, school parent, and school volunteer keycard badges.
- Issue classroom and building keys to employees and volunteers as directed by the Senior Pastor and/or Principal.
- Advise staff on risk management strategies and requirements for all special events, field trips, mission trips and off-site activities and programs that may require endorsement per our policy.
- Acquire all necessary Certificates of Insurance (COI) and provide the ILCS COI upon request.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to operate standard office equipment, dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal office levels and on the telephone; speak in audible tones so that others may understand clearly in normal offices levels and on the telephone; physical agility to lift up to 10 pounds to shoulder height and 25 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.