

The Episcopal Diocese of Texas
Job Description
October 1, 2016

Job Title: Human Resources Administrator
Division: EDOT Financial Services Corp.
Supervisor's Title: CFO/Treasurer
FLSA Status: Exempt

GENERAL SUMMARY

To provide Human Resource consulting and support to EDOT management, parish administrators, clergy, diocesan staff, school directors, and lay employees regarding HR and benefits issues. Oversee all benefit enrollment and terminations, plan details and worker's compensation for the diocesan clergy and lay staff. Address benefit issues for all diocesan institutions participating in plans through the Episcopal Church Medical Trust for all active and retired clergy and lay employees. Responsible for sourcing staff and onboarding for lay employees.

PRIMARY ACCOUNTABILITIES

Human Resources Information Systems (HRIS)

- Maintain Human Resources Information Systems (HRIS) current compensation and employee data for all employees. Process merit increases, Christmas bonuses and Cost of Living adjustments (COLA). Process all changes in payroll deductions.
- Manage payroll conversions for all new and terminated entities and departments.
- Prepare annual clergy compensation master list using parochial report information and combining with total clergy compensation. Report to Church Pension Group for all clergy. Provide clergy compensation comparisons to the Canon of the Ordinary, vestry members and others to assist parishes in clergy transition.
- Maintain salary ranges and scale for positions. Provide position range for new postings.

Payroll and administration

- Administer semi-monthly payroll for Diocesan staff, EDOT Financial Services, Episcopal Health Foundation, and The Great Commission Foundation. Prepare year end information required for W-2 finalization. Balance payroll entries for each bimonthly or monthly payroll for five separate payrolls and report payroll processing to the CFO and the controller.
- Function as the liaison with Paycom Representative to support payroll processing. Provide time and attendance to process semi-monthly and monthly payrolls.
- Calculate all clergy compensation for W2 processing. Provide year end totals for the HSA funding and the life insurance imputed income for all parishes for their W-2's.
- Prepare updated estimates for the annual budget for employee benefit and personnel costs.
- Provide verification of employment for current and former clergy and lay staff.

Benefits and compensation

- Plan and conduct annual open enrollment process for active clergy, lay employees, retired clergy and surviving spouses. Schedule informational meetings for diocesan institutions.
- Manage Benefit Associate in annual benefit enrollment for lay staff and clergy in the Diocese. Supervise and train the Benefit Associate position for benefit enrollments and terminations. Provide resources, information and training to increase benefit knowledge of parish and school administrators. Record Health Savings Account payments.
- Provide support to the Insurance Task Force. Assist Task Force in its review of rates prior to the annual renewal process for approval of the Executive Board. Prepare agenda, surveys and other data as needed for decision support.
- Coordinate clergy and lay employees in application for disability benefits administered by Church Pension Group. Provide employee support and assist in explanations of Short Term Disability, Long Term Disability, Disability Retirement and Social Security Disability programs.
- Audit monthly benefit billings for 200 parishes and schools and annual workers' compensation billing and audit. Report discrepancies to the Episcopal Medical Trust.

Pension and retirement benefits

- Assist employees and their spouses in the transition to retirement. Review and complete all applications to insure a timely and accurate payment of pension and changes to their medical and other benefits.
- Manage monthly lay pension calculations and payments including new enrollments, terminations, and overtime/ bonus computations. Prepare pension and deferred compensation (defined contribution) wires monthly.
- Assist payroll administrators and vestry in providing clergy compensation and reporting to Church Pension Group (CPG) for clergy pension plan. Report compensation to Church Pension Group for pension assessments. Audit quarterly billings for accuracy.
- Review and approve 403b loan applications for submission to the Church Pension Group.

Sourcing and on boarding

- Post job openings and review candidates using search firms, networking, websites and other advertising. Conduct phone interviews and background checks.
- Provide new hire orientation and on boarding. Hold informational meetings and make presentations at new clergy orientation.

SPECIAL REQUIREMENTS AND PROFICIENCY LEVELS

Minimum Job Qualifications

Education

Bachelor's degree preferred.

PHR Certification preferred.

Minimum of five years benefits and HR experience.

Required Skills {Typing, Word, Excel}

Proficient in Microsoft Word, Excel, and Power Point.; MLPS (Medical Trust) database, Ability to multitask, be flexible, creative, and have a customer service disposition.

Must maintain confidentiality of sensitive employee and management information.