

REALOPTIONS

POLICY AND PROCEDURE MANUAL

POLICY: Human Resources Manager (HRM)

.....

Position Summary: Under the supervision of the Director of Operations & Human Resources (DOHR), the Human Resources Manager (HRM) will provide administrative support and assistance through various areas of the Organization's HR activities.

Qualifications

- Preferably have a bachelor's degree in business or related experience.
- 6-12 months Quickbooks / bookkeeping experience is highly preferred.
- Previous exposure to Labor Laws, payroll basics, HR functions & best practices is highly preferred.
- Extreme discretion and complete confidentiality regarding all HR matters and staff / volunteer / contractor / vendor information is required; ability to act with integrity and professionalism.
- Is reliable, dependable, and able to fulfill most responsibilities with minimal supervision.
- Expected to be a conceptual, critical thinker with superb organizational and time management skills; must be able to accurately follow detailed instructions, and acclimatize in a fast-paced environment; able to work well under pressure and meet deadlines.
- Is proficient in G Suite applications, especially Sheets, Docs, and Google Drive as a whole, OR is willing to be trained.
- Agrees with the Organization's Statements of Principle and Mission; and the Philosophies of Ministry and Service; is a team player with a servant's attitude.

Responsibilities

- Review time card hours as compiled by the Ops & HR Assistant, and process PTO/unpaid time off requests and mileage sheets on the payroll summary sheet; enter all payroll data into Quickbooks for payroll processing. DOHR will do a final review of all time cards, PTO, mileage, and update retirement and health premium contributions prior to payroll submission.
- PTO accruals biweekly (currently in Ease) as part of payroll processing.
- Benefits for You spreadsheet for processing of retirement contributions transfer.
- Manage onboarding and offboarding steps with new hires / exiting employees, and management of staff / volunteer / contractor HR files (hard copy and electronic versions).
- Assist in maintaining organizational compliance with federal, state, and local employment laws and regulations, and recommended best practices. (Labor law poster updates, etc.)
- Assist in performing annual audits of HR files with the DOHR, by identifying missing forms, then managing the Ops & HR Assistant in the follow up and collection of missing forms.
- Willing to be fully trained in I-9 form completion, and needs to be available and willing to travel to all RO satellite locations for onboarding of new hires within 3 days of new hire start date.
- Assist with various and miscellaneous HR special projects and activities as directed by the DOHR.

Personal Development

- Attend bi-weekly check-in meetings with DOHR once fully trained, and attend monthly all staff prayer meetings.
- Attend a Discover RealOptions training, if not yet completed, within 1 year of hire (DRO held annually in the spring on a Saturday).
- 30 mins per 8 hour shift/day of prayer & devotional time.
- Shadow one of each of the following: outreach tabling, outreach church presentation, education classroom presentation, campus outreach tabling, Walk for Life planning meeting, Ignite Life planning meeting, medical appointment under RN supervision / permission, OHC appointment under OHC supervision / PSM permission, and donor / supporter tour.
- Sign up for various HR newsletter emails / blog articles per DOHR, or find new sources to recommend.

- Work towards obtaining HR certificate(s) or credentials as needed / recommended.

Work Schedule / Commute Expectations and Approvals

- HRM is approved to work between 7am and 6pm with a minimum 30 minute unpaid lunch break without prior approval, on Mondays through Fridays, not to exceed a 24 hour work week and not to exceed an 8 hour work day.
- A 6 hour day without a lunch break is approved at the preference of the HRM (meal waiver paperwork will be provided if not already on file).
- Up to 12 hours / 50% of hours per work week are allowed to be worked remotely at the HRM's residence, as long as the HRM has a secure and private wifi network connection.
- Any hours outside this work schedule need to be pre-approved with the DOHR at least 48 hours in advance.
- The CSJ office location at 1671 The Alameda Ste. 101 will be the HRM's base office location, for all meetings and mileage reimbursements.

8.7.25