



POSITION TITLE: Human Resources Manager

WORK YEAR: 12 MONTHS

SALARY: Dependent on experience

FLSA: Exempt

CLOSING DATE: March 20, 2023

SCHOOL OVERVIEW

Sacred Hearts Academy is celebrating 113 years as one of the leading private schools in Hawai'i. The Academy is both strengthening its traditions and looking forward to its next era of providing exceptional, girl-focused education.

As a Catholic, independent school for students in preschool through high school, Sacred Hearts Academy provides an outstanding education for girls and young women that prepares them for college and for life. Our students are accepted at top universities across the country and around the globe, and our graduates are known for being both successful in their professions and leaders in their communities.

Caring teachers, small classes, a rich and varied curriculum, and lively, enthusiastic students make the Academy distinctive. Along with its quality academic program, the Academy focuses on character and values, cooperation, mutual respect and service, and Sacred Hearts has been named a National School of Character for this focus. Our school is a place where young women learn to listen, question, challenge, probe and gain the knowledge and confidence that will allow them to think for themselves and make good decisions. We believe that excellence in education enables students to value themselves as individuals, while at the same time, preparing them to lead with confidence in a complex and changing society.

The Academy is accredited by the Western Association of Schools and Colleges (WASC), Western Catholic Education Association (WCEA) and the Hawai'i Association of Independent Schools (HAIS). It is a given that the girls at Sacred Hearts will receive an outstanding academic education, but most importantly, the faculty, staff, alumnae, and families value that students are surrounded by people who care about them and care about one another.

If you are looking for a leadership opportunity in a creative environment with colleagues who are both professionally vibrant and wonderful to be around, Sacred Hearts Academy might be for you. If you are looking for a community that will support your best work today and provides life-long welcome and aloha, Sacred Hearts Academy is certainly a school you should consider for your next place of employment.

POSITION OVERVIEW

The Human Resources Manager is responsible for designing, implementing, and maintaining a comprehensive Human Resources program for the school that aligns with the Academy's mission. The Human Resources Manager reports directly to the Chief Operations Officer and works collaboratively with the senior staff and administrators.

MANAGEMENT OF HUMAN RESOURCES FUNCTIONS

Manage recruitment process, prepare postings and job descriptions, prepare and process all new hires. Conducts OnBoarding and New Employee Orientation; prepares annual contracts for teachers and administrators, salary schedules; verifies compliance with federal/state/insurance filing requirements pertaining to FMLA, HFLL, ADA, EEOC, Workers Comp and OSHA. Keep relevant statistics on all aspects of the attraction and retention of highly qualified candidates and employees. Develop and maintain faculty and staff pay scales and maintain comparative pay scales from NAIS, HAIS, and local industry. Revise and maintain Faculty and Staff handbooks annually to comply with federal and state laws and reflect current practices at the Academy. Process Department of Labor and Relations unemployment claims, self-insured payments and reconciliation reports. Conduct investigations and take necessary steps to resolve and document employee issues and grievances. Oversee the hiring, probationary period, and termination processes.

BENEFITS ADMINISTRATION

Design and negotiate health and welfare benefit plans with vendors. Manage self-insured health insurance programs, schedule informational meetings with employees regarding retirement planning and long-term care. Oversee annual Open Enrollment, benefit changes, or cancellations of programs. Plan and execute the annual Health and Wellness Fair. Maintain personnel files, including leave records for sick, vacation and administrative leave balances. Process, monitor, and compile statistical reports and adjustments for temporary disability insurance and worker's compensation, FMLA, TDI, and Hawaii Family Leave. Compile and manage the 403b retirement account and employer matching for the school's participants. Maintain 403b personal loans and payments and conduct 403b annual audit.

PAYROLL/HRIS ADMINISTRATION

Oversee and process semi-monthly payroll and maintain payroll records. Prepare HR and Payroll related reports and submit requested documents for the annual audit, extract data from the HR/Payroll system to respond to HAIS and NAIS annual surveys. Maintain consistency in employee data within HR/Payroll system.

ADDITIONAL RESPONSIBILITIES

Maintain and monitor Safe Environment online training for volunteers and staff. Conduct annual I-9 compliance audit, prepare documentation for annual Department of Transportation records and temporary staffing such as substitute teachers and athletics coaches. Custodian of Records for FBI Fingerprinting and crime reports database.

MINIMUM QUALIFICATIONS

HR experience in a supervisory role involving Employee Relations, HR Law and Compliance, Training and Development, Payroll, Leave Management, Full Scale Recruitment, Compensation, Benefits Management, negotiations and grievances.

Bachelor's Degree in Human Resources Management or equivalent education.

PHR or SPHR Certification preferred.

Possess outstanding communication and interpersonal skills.

Ability to work a flexible schedule, including occasional evenings and weekends.