



Human Resources (HR) Administrator

Full-time Exempt

We are seeking a talented individual to join our administrative team. The preferred start date for this position will be mid-May 2019.

Are you...

- An avid lover of all things HR?
- The kind of person that loves data and using different systems?
- A person who loves working with people?
- An effective communicator and thoughtful listener?
- An engaged and inclusive community member eager to partner with colleagues?

Yes? Then read on!

Qualifications

A minimum of 5 years' experience across a wide range of HR responsibilities which include recruiting, employee relations, HRIS management, payroll processing, compensation and benefits management.

- Excellent written and oral communication, interpersonal, and conflict-resolution skills
- Strong proficiency with HRIS systems, experience with ADP preferred
- Strong proficiency with MS Office suite, including Word and Excel
- Highly organized with the ability to work in a fast-paced environment while maintaining a keen attention to detail
- Experience in primary education preferred
- Bachelor's degree in business or related field required
- A SHRM-CP and/or PHR certification desired

Responsibilities

The HR Administrator plays a key role in supporting the SF Day staff and faculty. Primarily responsible for the day-to-day HR and benefit management functions, the HR Administrator will be responsible for:

Compensation and Benefits

- In conjunction with senior administrators, shepherd the annual employment agreement process ensuring agreements are updated and delivered to the appropriate staff and faculty; tracking final approval and signatures for each new contract year.
- Manage annual benefits open enrollment process and new hire enrollments and terminations.
- Manage relationship with insurance broker.
- Work closely with TIAA on 403(b) plan management including, but not limited to, participating in the school's retirement plan committee and managing the annual audit of the plan.
- Manage quarterly reporting and submissions of the SFHCSO.
- Work closely with employees that need to navigate leaves of absence, including help with understanding disability and other state and local benefits.

At San Francisco Day School...

We believe that when intellect and imagination are intertwined, students delight in the discovery of connection: in their academic and creative pursuits, in their relationships, and in all that they experience here. Every day we help our students emerge as flexible and resourceful learners. Because when we do, our students light up with the call and capacity to take on the complexities of their day and of a diverse world.

SF Day Fast Facts

- Independent, co-educational school
- Founded in 1981
- Serving 400 students
- Located in the heart of SF in the Western Addition neighborhood

Responsibilities, continued

Payroll Processing

- Process semi-monthly and bi-weekly payrolls.
- Reconcile monthly time and attendance and time off accruals.
- Process 403B payroll contributions with TIAA in a timely manner.
- Manage monthly payroll deductions including commuter transit, Fit camp and Lunch meal plans.

Talent Acquisition

- Work with managers on hiring plans, job descriptions, and salary requirements, and assist in posting job advertisements and reviewing resumes in the applicant tracking system.
- Onboard new hires with appropriate documentation and conduct new hire trainings.

Employee Relations

- Mentor managers and senior administrators on navigating employee relations issues and conflicts and provide training opportunities to management staff. Assist managers in creating clear documentation, guidance and follow-through, especially when performance management plans are required.
- Respond to all employee complaints in a timely manner, in compliance with California and US employment law and SF Day policies.
- Work closely with insurance broker and legal counsel as needed regarding assisting employees on leave of absence requests, disability insurance payments and notifications.
- Oversee the publication and maintenance of the Employee Policy Handbook.
- Able to stay up to date on best practices in HR and employment practices.

HRIS/Employee Information Management

- Responsible for overseeing the effective use of the ADP system.
- Responsible for reporting and providing necessary information for annual budgeting, benefits, and financial audits.

Performance Management

- Working closely with the Head of School, CFO, and other senior administrators to develop and implement an annual employee performance review process, including training managers and staff on best practices in the process, recommending changes to evaluation process in conjunction with the Head of School.
- Assist managers with employee performance management and terminations.
- Assist senior administrators with professional development tracking and documentation.

Other Projects As Assigned by the CFO

Ready to Join SF Day?

SF Day celebrates and welcomes faculty and staff who reflect the broad range of diversity in the Bay Area. We encourage people of color and LGBTQ+ applicants to apply. SF Day offers excellent benefits and a competitive salary. Please apply online with your resume, salary expectations, and a thoughtful cover letter explaining why your experience is appropriate for this position to: <http://bit.ly/HRAdministrator2019>. No phone calls please.