



PROVIDENT CHARTER SCHOOL

HUMAN RESOURCES MANAGER

Reports to: CEO

FLSA Classification: Exempt

About our school:

Provident Charter School in Pittsburgh, PA is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with topics such as reading, writing and sequencing. The school is in its sixth year with students in Grades 2-8. Located on the city's North Shore, the school will enroll about 330 students from over 42 districts in the Pittsburgh area in the 21-22 school year. With a 1:6 teacher student ratio, PCS employs about 110 individuals in both teaching and non-teaching positions.

Purpose:

The Human Resources Manager is directly responsible for the overall administration, coordination, and evaluation of the human resources function in support of Provident Charter School. The HR Manager will provide strategic leadership by articulating HR needs and plans to the CEO, leadership team, and Board of Trustees, originating and leading HR practices and objectives that provide a legally-compliant, employee-oriented, high performance culture emphasizing empowerment, diversity and inclusion, quality, productivity and standards, goal attainment, and the recruitment and continuous development of a superior workforce.

Job Qualifications:

- Bachelor's Degree required
- Two to five years' related experience with specialized training in employment law, compensation, organizational planning and development, employee relations, and employee benefits
- Master's Degree preferred
- Society for Human Resources Management (SHRM) Certified Professional or Professional in Human Resources (PHR) certification preferred, or the ability to obtain certification within 12 months of hire.
- Active affiliation with professional human resources and business networks and organizations

Job Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions.

Competencies

- Superior interpersonal skills
- Business acumen
- Strong written and verbal communication skills; ability to effectively communicate and coordinate actions with CEO, leadership team, Board of Trustees, and other staff and third party vendors/contractors
- Consultation and coaching skills
- Critical evaluation skills
- Ethical practice
- HR expertise
- Documentation
- Strict adherence to confidentiality and ability to handle sensitive information
- Attention to detail
- Ability to perform multiple assignments without immediate supervision
- Time management and ability to prioritize tasks to meet deadlines
- Able to perform basic arithmetic and use basic numeric concepts to perform job tasks
- Aptitude in using spreadsheet, word processing, e-mail, database, and presentation software

Compliance

- Annually reviews and makes recommendations to executive management for improvement of the organization's policies, procedures, and practices on human resources matters.
- Maintains knowledge of industry trends and employment legislation and ensures organization's compliance.
- Maintains responsibility for organization compliance with federal, state, and local legislation pertaining to all human resources matters.
- Communicates changes in the organization's human resources policies and procedures and ensures that proper compliance is followed.
- Consults with legal counsel as appropriate, or as directed by the CEO, on human resources matters.
- Recommends, evaluates, leads, and participates in staff development on human resources-related topics, such as harassment, diversity and inclusion, etc.

Employee Relations

- Coordinates and conducts exit interviews to determine reasons and patterns causing employee separations.
- Directs investigations when employee complaints or concerns are brought forth.
- New employee orientation/onboarding
- Monitors and advises managers and supervisors in progressive discipline. Monitors the implementation of a performance improvement process with employees whose performance is not to standard.
- Field employee questions and provide advice/guidance on policy and legal guidelines
- Establish and maintain relationships with employees through regular check-ins

Recruiting

- Leads a standard recruiting and hiring practice and procedure necessary to recruit and hire a superior workforce.
- Conduct telephone screening and in-person interviews.
- Craft interview guides/scripts.
- As part of the hiring committee, observe and evaluate teaching candidate mock lesson demonstrations
- Applicant tracking
- Source candidates through job boards, job fairs, etc.

Benefits

- In partnership with broker, leads annual benefits renewals, making recommendations to executive leadership on cost-effective, employee-serving benefits; monitors national benefits environment for options and cost savings.
- Oversees the development of benefits orientations and other benefit training, and, in partnership with third party vendors, schedules on-site meetings with benefits providers.
- Manage employee benefit changes throughout the year; advise employees on qualifying events.
- Leave management to include Family Medical Leave Act, short-term and long-term disability, bereavement. Counsel and communicate with employees on timelines, paperwork requirements, return from leave, etc.

Misc.

- Assists executive management in the annual review, preparation, and administration of the organization's wage and salary program.
- In partnership with executive leadership, evaluates organization structure, job design and descriptions, and personnel forecasting throughout the organization. Makes recommendations to the executive management team. Updates and creates job descriptions.
- Maintains human resource information systems that meet the organization's personnel information needs, including time and attendance, absence management, professional development tracking, tracking of certifications, Act 48 reporting, employee general information, etc.
- Participates in committees and special projects and seeks additional responsibilities.
- Other duties as assigned.

Terms of Employment: Twelve (12) month position, **Evaluation:** Performance of this job will be evaluated by the CEO. Salary and benefit package includes:

- Employer paid retirement contribution matching 10% of salary.
- Employer paid medical, dental, vision, life insurance benefits.
- Significant employer contribution toward health insurance.

How to Apply: Interested candidates should email a cover letter & resume to Maria Paluselli, Chief Executive Officer at mariapaluselli@ProvidentCharterSchool.org