



**ROCK**  
C H U R C H

**JOB DESCRIPTION**

**Position:** Hiring and Recruitment Manager

**Reports to:** Human Resources Director

**Position Status:** Regular Full-Time, Exempt

**Department:** Human Resources

**Effective:** January 2012

**Replaces:** All previous

**Position Number:** RC-05-12

**Posting Date:** January 9, 2012

**1<sup>st</sup> Closing Date:** Open Until Filled

**Position Summary:**

The Hiring and Recruitment Manager is responsible for overseeing the alignment of the right people into the right ministry positions. Incumbent is responsible for the day-to-day management of the HR Office and the supervision of the HR Generalist and HR Assistant. The Hiring and Recruitment Manager works under the direct supervision of the Human Resources Director.

**Job Responsibilities and Duties:**

1. Develops and maintains good relationships with area universities, employment agencies and other recruitment resources; posts and advertises open positions and assists in recruitment process.
2. Manages application process. Screens, evaluates and recommends applicants for interviews; assists in scheduling and conducting applicant interviews.
  - a. Conducts applicant references and complete background checks.
3. Conducts New Hire Orientation, including sexual harassment training and supervisor training.
  - a. Trains supervisors and managers on effective interviewing techniques.
  - b. Trains supervisors and managers on effective performance review administering and coaching techniques.
4. Networks with other ministry resources and leaders to recruit highly qualified, ministry-minded individuals.
5. Networks with other leaders in ministry and attends nationwide conferences to remain current on ministry best practices.
6. Stays current on hiring "best practices" of other innovating ministries and businesses.
7. Ensures administration of aptitude, personality, and interest tests and follows up with individuals to highlight their strengths and areas of growth opportunities.
8. Organizes and conducts pre-employment testing and recruitment programs.
9. Participates in interviews as required and assists employees in identifying and creating job related interview questions.
10. Assists the Payroll and Benefits Manager in administering and explaining benefits to employees.
  - a. Administers and keeps information current on benefits and compensation packages.
11. Reviews and suggests revisions to HR policies to comply with changing or new legislation; maintains and updates personnel and policy manuals as well as employee handbooks as needed. enjoy

12. Assists with compensation and classification issues.
13. Prepares and maintains job documentation, job evaluation, and company salary structure systems.
14. Utilizes outside resources to monitor issues and concerns in employment law.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Human Resources Director.

### **Job Skills and Requirements:**

1. Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times).
2. A bachelor's degree with specialization in Human Resources or Business is preferred with a minimum of 3-5 years experience in human resources administration and/or management.
3. Able to accomplish assigned duties utilizing highly-developed communication (written and verbal), project and time management, and collaboration skills.
  - a. Ability to speak clearly and competently in positive or negative situations; skilled in diplomacy and use of discernment.
4. Excellent interpersonal communication skills.
5. Must be able to handle confidential matters and material with excellence.
6. Must demonstrate the ability to perform high quality, detailed work with minimum supervision and within assigned deadlines.
7. Ability to think strategically while staying focused on the accomplishment of current departmental priorities.
8. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events.
9. Identifies and resolves problems in a timely manner; works well in group problem solving situations; strong team player.
10. Demonstrates accuracy and thoroughness.
11. Self-motivated and flexible with strong organizational skills.
12. Familiarity with MS Windows operating system: MS Word, MS Excel, Power Point, Internet Email and Internet usage.
13. Ability to work independently or in a team-oriented environment.

### **Employee Expectations:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Rock Governance system.
4. Successful completion of both a background and reference check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Sunday service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

**Physical Requirements:**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

**Employment At-Will:**

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.