

The Episcopal Diocese of Texas Job Description

Job Title: HR Specialist

Division: Financial Services

Supervisor's Title: Director of Human Resources

FLSA Status: Exempt

GENERAL SUMMARY

The HR Specialist is responsible for coordinating and managing employee compensation and benefits programs. Core responsibilities include administering human resource programs related to compensation, benefits, performance and talent management, productivity, recognition, and engagement. The role also includes training and development initiatives, maintaining the Health Savings Account (HSA) database, and supporting the Director of Human Resources with various projects.

PRIMARY RESPONSIBILITIES

- Maintain Human Resources Information Systems (HRIS) with accurate and up-to-date compensation and employee data. Assist with the processing of merit increases, Christmas bonuses, and Cost of Living Adjustments (COLA).
- Assist with employee onboarding, ensuring a seamless orientation experience.
- Review, track, and document compliance with mandatory and non-mandatory training programs.
- Prepare and update the clergy compensation master list, reporting discrepancies to the Church Pension Group (CPG), churches and Director of HR.
- Serve as a backup for benefits-related inquiries and processing.
- Manage the Safeguarding background screening process.
- Act as the liaison with the payroll processing team, ensuring accurate compensation updates and tracking time and attendance for semi-monthly payroll.
- Assist parishes in reporting clergy compensation updates to the Church Pension Group (CPG) and perform monthly audits for accuracy.
- Administer HR and benefits programs, including compensation, leave management, and employee wellness initiatives.
- Oversee the administration of Health Savings Account (HSA) funds, ensuring accurate disbursements for clergy and staff enrolled in the High Deductible Plan.
- Coordinate and assist with the annual benefits open enrollment, including scheduling informational meetings and responding to employee inquiries.
- Prepare and distribute employee notices, including annual W-2 letters, ensuring compliance with payroll and tax documentation requirements.
- Generate reports on benefits enrollment and payroll deductions for internal tracking and quarterly billings.

- Assist in gathering statistics and supporting the renewal process for health, life, and retirement plans.
- Perform other duties as assigned.

Required Education and Experience

- Associate or bachelor's degree in human resources, Business Administration, or a related field (or equivalent experience).
- Three to five years of experience in benefits administration, compensation, HRIS management, or payroll processing.
- Proficiency in Microsoft Word, Excel, and Outlook.
- Knowledge of benefits insurance and HRIS systems is a plus.
- Strong interpersonal skills and the ability to maintain a positive attitude when interacting with employees.
- Ability to maintain confidentiality and exercise discretion.
- Strong organizational skills, with the ability to manage multiple tasks and meet deadlines under pressure.

Physical and Mental demands and Work environment

The physical and mental demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions.

- Physical and Mental demands: Regularly see, talk, listen and easily remember things, any one of which could last for extended hours; stand, walk, climb stairs, bend, and sit; use hands to finger, handle or feel; reach with hands and arms; and lift up to 15 lbs.
- Have face to face interactions with others throughout the workday; handle frequent interruptions
- Easily follow instructions oral and written instructions; sustain concentration; and make quick and accurate decisions
- Perform under circumstances of emotional stress, such as yet not limited to, stress from work deadlines, employee complaints, work complexity, competing priorities and occasional under staffing
- Work environment: The work takes place almost entirely indoors in office environment
- The setting is moderately noisy due to employee traffic and ongoing phone calls
- The work requires the continuous use of telephones, computers, copiers, and similar business devices

Comments: The above statements are intended to describe the essential responsibilities being performed by person assigned to this position. They are not intended to be an exhaustive list of the responsibilities assigned.