

# ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES, AND THE ARTS

## JOB DESCRIPTION

**POSITION:** Director of Human Resources and Campus Culture

**REPORTS TO:** Executive Director

**CLASSIFICATION:** Exempt

### **PURPOSE OF THE POSITION:**

- To manage and perform critical HR functions, including but not limited to recruitment, onboarding, employee relations, compliance, benefits management, performance management, and training, with a significant emphasis on payroll processing and reporting.
- To ensure efficient payroll administration, compliance with regulations, and accurate reporting.
- To contribute to the development of a positive campus culture and work environment.

### **RESPONSIBILITIES AND PERFORMANCE STANDARD:**

**Duties include, but are not limited to:**

#### **Payroll Administration, Compliance and Reporting:**

- Manage and process semi-monthly payrolls, ensuring accuracy and compliance.
- Oversee and input HCM transactions that have a direct impact on payroll including, but not limited to, payroll inputs, compensation changes, new hires, etc.
- Troubleshoot and work to solve payroll issues as they arise.
- Ensure compliance with payroll-related regulations and assist with audits as needed.
- Generate and review payroll reports to ensure accuracy and compliance with the state and federal regulations.
- Process tax administration reporting to include remittance and reporting for payroll cycles, as well as quarterly and annually.
- Review reports as needed to provide insights into payroll trends.

#### **HR Operations:**

- Manage the employee recruitment process, including job analysis, ad development and placement, committee training and oversight, facilitate interviews, and presenting employee offers and pre-employment processes.
- Oversee the onboarding process for all new employees, ensuring proper documentation, background checks, and payroll setup.

- Administer employee benefits, including claims resolution, change reporting, payment remittance, and communications.
- Maintain and secure personnel records in accordance with HIPAA and state/federal guidelines.
- Collaborate with leaders in employee relations investigations, including conflict resolution, and grievance procedures.
- Manage the performance review process and Faculty Advancement Plan process and revise as needed.
- Manage the offboarding process, ensuring accurate final pay, and compliance with relevant regulations.
- Manage departmental budget.

### **Campus Culture:**

- Support the development of a positive workplace culture that aligns with ASMSA values.
- Cultivate a positive school culture by implementing employee engagement initiatives that enhance morale and retention, directly supporting the overall strategic vision of ASMSA.
- Organize and facilitate employee engagement initiatives, such as wellness programs and events.
- Facilitate professional development programs that align with ASMSA's strategic goals, ensuring staff are equipped with the skills needed for future challenges.
- Oversee the Employee Wellness Program and organize the annual wellness day.
- Oversee the Employee Recognition Program and organize recognition event annually.
- Collaborate with leadership to foster cross-departmental communication and cooperation.
- Provide input on organizational policies.

### **Strategic Support:**

- Assist the Executive Director with strategic planning related to HR functions, including workforce planning and talent management.
- Provide data and reports to support decision-making in strategic HR initiatives and compensation for faculty and staff.
- Develop, recommend, and assist in implementing organizational policies and procedures including annual revisions to the Employee Handbook.

## **POSITION QUALIFICATIONS:**

- A master's degree and a minimum of five years of human resources experience, preferably in a generalist role or experience in all aspects of HR.
- Previous experience in payroll processing and reporting is required.
- Proficiency in Microsoft Office and Google suites, and HR/payroll systems (e.g., Workday).
- Strong critical evaluation and relationship management skills.
- Interpersonal skills for working with ASMSA staff, University of Arkansas System benefits staff, and benefits vendors.