**HR Professional - Position Description**

The HR Professional, in conjunction with other members in the Personnel Committee, ensures alignment with strategies and objectives for the Human Resource functional areas. Responsible for advising on HR functions for Conference staff, including, but not limited to: talent acquisition and selection, compensation, employee/labor relations, training, performance management, and diversity.

**Essential functions:**

* Oversees the recruitment and selection process for staff.
* Responsible for providing strategic Human Resources support compensation, performance management, employee relations, communication and compliance.
* Responsible for assisting in the development and implementation of practices, policies, and procedures.
* Providing expertise on updated/new personnel policies and practices for the Conference employees.
* Assist in providing policy oversight of the staff to maintain benefit and salary information for MSUMC employees.
* Assist in the development and implementation of strategic organizational effectiveness initiatives.

**Qualifications:**

* Bachelor’s degree in Human Resources Management, Industrial/Organizational Psychology or related field required. Master’s degree in Human Resources Management, Industrial/Organizational Psychology or related field is preferred.
* PHR certification (or equivalent) preferred.
* 4-5 years of human resources generalist experience is required. Skills in HRIS technologies, recruitment and selection, and compensation management preferred.
* Ability to work independently and as a team member, while using discretion in decision-making and sound judgment in problem-solving.
* Ability to gather and analyze information to quickly formulate an analysis and recommendation.
* Member of The United Methodist Church is required. Must be willing to uphold the doctrinal and ethical standards of The United Methodist Church as set forth in the Doctrinal Standards in The Book of Discipline and Social Principles