



**Job Title:** Director of Human Resources  
**Department:** Business Office  
**Reports to:** Director of Finance, Planning and Operations  
**Status:** Salaried/Exempt, Professional Staff, Full-time, Benefited

### **SUMMARY**

The Director of Human Resources is the primary point of contact for all Webb employees in matters of Human Resources such as benefits and compensation, workers compensation, policies, employee relations, recruiting, payroll, hiring, separations, employment law and regulation compliance.

### **RELATIONSHIPS**

The Director of Human Resources reports to and works closely with the Director of Finance, Planning and Operations and is part of the Business Office team. The Director oversees the work of the HR Assistant. The Director of Human Resources interacts frequently with administrators, vendors, faculty, staff, and seasonal/temporary employees.

### **MISSION AND COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING**

The Webb Schools are committed to fostering an inclusive school community characterized by openness, acceptance, and empathy, where all members are valued, respected and supported. Our community is strengthened by the diverse views, beliefs, backgrounds and experiences of our students, faculty, staff, and alumni. Embracing diversity in all its many forms is essential to our mission: in particular, our call to provide an exemplary learning community that nurtures future leaders who will act with honor and moral courage and serve with a generous spirit. For more on our values and commitment to DEI initiatives, click [here](#)

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Job responsibilities are assigned by the Director of Finance, Planning and Operations, who may, in their sole discretion, alter, add to, or eliminate job assignments at any time, with or without prior notice. Specific responsibilities include, but are not limited to:

- Keep abreast of federal, state and local legislation and regulations relating to employment law.
- Provide the highest level of care and confidentiality with personnel data and information.
- Maintain employee files.
- Responsible for all onboarding and separation processes.
- Audit and maintain workers' compensation claim files, act as primary point of service on workers' compensation claims.
- Serve as primary source of information on all school-sponsored benefit programs and act as employee advocate as necessary with benefit vendors.
- Primary benefits administrator and interfaces with all benefit providers.
- Administer all COBRA functions.
- Provide backup for payroll processing.
- Enter and maintain all Masterfile data in the payroll system.
- Responsible for payroll distribution.
- Enter and maintain all employee data in benefits system.
- Enter and maintain all employee data in the SIS.
- Work with Director of Finance, Planning and Operation on employment contract and wage authorization administration.

- Assist senior administrators and directors in recruitment of faculty and staff, including maintaining job descriptions, advertising & job posts, compiling pertinent information, communication with applicants, and reference checks.
- Serve as contact person for newly hired and separated employees, ensuring that all processes and procedures are completed timely and correctly.
- Assist with employee safety and training programs.
- Process all volunteers, vendors, residents, and new hires through live scan criminal background process.
- Process all employees responsible for business driving through the DMV motor vehicle Employer Pull Notification system.
- Respond to all requests for employment verifications, including banks/lenders, IRS, former and current employees, EDD, CA Franchise Tax Board, Medicare/Social Security, various collections of wages and court orders.
- Communicate with the technology dept. and health center for Outlook, network and Magnus set ups and deletions.
- Maintain current employee rosters and census.
- Reconcile monthly billing for assigned school credit card, DMV and DOJ bills as well as quarterly EDD invoices.
- Monitor all benefits billing and reporting and reconcile for payment on a monthly basis.
- Comply with all ACA requirements for reporting to IRS through W-2's and notifications.
- Responsible for all filings required by state and federal agencies, including EEOC, IRS, BLS.
- Administer and manage all leaves of absence requests, requirements, and returns.
- Serves as a member of the retirement plan committee and assumes essential fiduciary responsibilities for the Schools' 403(b) retirement plan and a plan sponsor/administrator.
- Request, approve and collect all keys and gate remotes for volunteers and employees.
- Issues Staff/Faculty Parking Permits.
- Review and make recommendations for improvement and compliance for the Employee Handbook and various employee policies and procedures.
- Advise and provide guidance and support to administrators, directors, and supervisors regarding employee relations and performance management.
- Investigate workplace complaints and grievances.
- Train new hires and supervisors in the payroll and time and attendance system.
- Consults with legal counsel as appropriate or as directed by Head of Schools, Assistant Head or Director of Finance Planning and Operations.
- Other duties as assigned.

#### **PROFESSIONAL QUALITIES OF WEBB FACULTY & STAFF**

- Contributes to the delivery of the mission, vision, and values of the school community.
- Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging.
- Follows community policies and procedures and models positive behavior.
- Works effectively as a team member and develops professional and productive relationships with colleagues.
- Understands boundaries and embraces responsibility for the care of students *in loco parentis*.
- Promotes a trust-based community by keeping appropriate confidences.
- Manages time effectively and meets deadlines and commitments.

- Communicates and responds to all school communications in a timely manner.
- Exhibits flexibility and adaptability to change as needed.

### **SUPERVISORY RESPONSIBILITIES**

The Director of Human Resources will oversee the work of the Human Resources Assistant and is expected to play a leadership role within the Business Office and the school at large.

### **EDUCATION AND EXPERIENCE**

A Bachelor's or higher degree is preferred. At least five years of related work experience or an equivalent combination of education and experience. Work experience in an educational environment is also preferred.

### **OTHER REQUIREMENTS**

A current California driver license with a satisfactory driving record. Certification in Human Resources Management, or equivalent work. A criminal background check must be successfully completed before employment can begin.

### **OTHER SKILLS**

Given the responsibilities of this position, the Director of Human Resources must be able to communicate well both verbally and in writing and possess strong analytical skills to compile information and make informed decisions. The Director of Human Resources must be able to effectively present information and respond to questions from faculty, staff, students, parents, trustees, and the public.

### **PHYSICAL REQUIREMENTS**

The physical requirements are representative of those that must be met by an employee to successfully perform the essential functions of this position. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Interested candidates should send their cover letter and résumé to:  
Janet Peddy, Director of Finance, Planning & Operations**

**[careers@webb.org](mailto:careers@webb.org)**

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