

JOB DESCRIPTION

St. Edward the Confessor

Approved By:
Date:

POSITION TITLE

Human Resources Manager

FLSA STATUS

Exempt

DEPARTMENT/PROGRAM

Parish/Administration

REPORTS TO

Senior Business Manager

SUPERVISORY RESPONSIBILITY

As assigned

INTERNAL/EXTERNAL CONTACTS

All personnel serving within the Parish (St. Edward the Confessor Catholic Church, San Felipe de Jesus Chapel, and the Parish School at St. Edward). Regular consultative and coaching interface and communication both verbally and written with all parish staff in the delivery of various human resource programs to enhance the effectiveness of the Parish and our shared mission/programs. Facilitate and ensure compliance with various training programs as required. Communicate with external organizations within the function of human resources and risk management, including the Diocese of Orange.

PRIMARY PURPOSE

Under the direction of the Senior Business Manager works closely with the Parish staff in providing human resource support in caring out the mission of the Church and School. This position is responsible for all human resources and risk management programs for the parish, including, but not limited to, on- and off-boarding, benefits administration, property/liability insurance programs (including inventory) and contract compliance.

QUALIFICATIONS & EXPERIENCE

REQUIRED

Education/Experience

- Bachelor's degree in Human Resources or related field or equivalent training
- Minimum of 4 years of experience in Human Resources and Risk Management
- Proficient with windows, excel and power point
- Ability to create effective collaborations with colleagues, superiors, and clients
- Strong verbal and written communication skills
- Demonstrated strong interpersonal and empathy skills
- Strong foundation in federal/state labor law and risk management practices
- Ability to maintain high level of confidentiality and exhibit a high level of integrity

DESIRED

- Master's degree in Human Resources or related field
- Various Professional Certifications in Human Resources and/or Risk Management
- Experience in the not-for-profit sector
- Knowledge and understanding of the Catholic faith

PHYSICAL REQUIREMENTS

Normal office environment.

EQUIPMENT OPERATED

Personal computer – Microsoft Windows environment. Familiar with word processing, database, spreadsheet, email management, and communication. Scanner, printers, telephone, fax machine, copier and paper shredder.

DUTIES

1. Under direct supervision of the Senior Business Manager, plan, organize, direct, and manage the human resource programs for the Parish. Develop appropriate training programs and activities as required.
2. Support the Pastor, executive management and staff with consultative support as necessary assuring effective communication of all federal, state, and, Diocesan and Parish policies and practices regarding human resources and risk management.
3. Advise and assist management and staff on human resource-related issues and research, develop and implement human resource policies and procedures as directed.
4. Assist the Pastor and executive staff to resolve performance and/or employee relations issues, ensuring adherence to Diocesan policies.
5. Assure the implementation and management of a comprehensive performance evaluations process, classification system and compensation system.
6. Support the Pastor and executive staff in all recruitment, on-boarding, and off-boarding of Parish staff.
7. Facilitate all employee safety and facility safety programs (OSHA, Injury Prevention, Workers' Compensation, etc.)
8. Manage the Safe Environment Program for all staff and volunteers.
9. Maintain an effective Parish recordkeeping file system for all Parish documents.
10. Plan, coordinate and execute various events as required.
11. Support and conduct new employee orientation for Parish staff.

12. Remain current on current compliance and legislative issues impacting the Parish.

13. Other related duties as assigned.