

DIOCESE OF LAS CRUCES
CENTRAL ADMINISTRATION POSITION DESCRIPTION

TITLE: Director of Human Resources

FLSA: Exempt

SECRETARIAT: Administration

STATUS: Full-time

ACCOUNTABILITY:

All employees of the Diocesan Administration assist the Bishop of Las Cruces in serving the parishes, schools and institutions of the Catholic Church in New Mexico.

This position reports to the Bishop. Generally, the Director of Human Resources works with the Bishop on all diocesan employment related matters, as well as for benefits, payroll, retirement, and other related issues.

RESPONSIBILITIES:

This director level position is responsible for administering human resource policies for the central diocesan administration and providing human resources consultative services and support to parishes, schools, campus and other ministries of the Diocese of Las Cruces. This position is expected to exercise independent judgment and initiative in the performance of day-to-day functions.

Essential Duties:

- Administers human resources policies and procedures including staffing, payroll, compensation, and benefits programs.
- Responsible for cleric, religious, and employee benefit administration, including but not limited to, health and dental insurance, disability insurance, and retirement and pension benefits.
- Provides information to and answers the questions of clerics and employees regarding insurance and retirement benefits.
- Provides support in functional areas of human resources department, which includes recruitment and employment, personnel records, employee relations, performance evaluation, benefits administration, and payroll administration.
- Assists the Bishop in advising directors, pastors, principals, and other supervisors in appropriate resolution of employee relations issues. When assigned to do so, directs investigation and resolution of complaints and recommends responsive measures to prevent reoccurrence.

- Responds to inquiries and enforces human resource policies, procedures, and programs to ensure consistency and compliance with state and federal laws.
- Maintains knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies and procedures are in compliance.
- Maintain and update employee manual.
- Assists directors with performance evaluations and job descriptions.
- Assists in planning retreats and other community events for central diocesan administration staff.
- Recruits and interviews employees to fill vacant positions and corresponds with applicants in conjunction with relevant directors. Ensures new hires necessary new hire paperwork within timelines required by law and diocesan policy.
- Hosts orientation and inculturation programs for all new diocesan personnel.
- Participates in training and continuing education programs for human resources professionals.
- Ensures paperwork and personnel files are complete and accurate.
- Complete projects and assignments as directed by the Bishop.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

Education: Bachelor Degree required. Advanced degree or certification in human resources management preferred.

Experience: 3 to 5 years of progressive experience in in human resources management required. Human Resources experience in a School District environment helpful.

Skills: Proficient in the use of personal computers including: word processing, spreadsheet, Excel, data base, and Internet programs.

Able to communicate well both orally and in writing and must possess strong interpersonal skills. Exhibits skills in conflict resolution.

Able to work well with others both within and outside of the Diocesan Administration in order to achieve department objectives.

Able to use office equipment such as computers, calculators, copiers, fax machines, etc.

Due to the nature of this position, it is required that the incumbent be a practicing Roman Catholic who is registered and active in a parochial or religious community.

ENVIRONMENT:

1. General office - - clean, well lit, environmentally comfortable, no air borne particles;
2. Lifting and carrying objects up to ten pounds occasionally required;
3. Reaching at or above shoulder level occasionally required; reaching below shoulder level frequently required;
4. Frequent hand manipulation required to operate controls and equipment; occasional hand manipulation in grasping and/or handling materials is required;
5. Other physical activity (twisting, bending, squatting, kneeling) occasionally required;
6. Position requires working at desk approximately sixty-five percent of the workday; balance of time divided between standing and walking.
7. Ability to occasionally travel to locations to resolve personnel related matters or to provide training.