TITLE: Director of Personnel Services

DEPARTMENT: Personnel Services

LOCATION: Pastoral Center

PURPOSE OF THIS POSITION

Develop, administer, and coordinate the personnel system for the diocese and related organizations to include employment, employee relations, education and training, and compensation and benefits. Also has responsibility for ensuring the quality of the human resources function throughout the organization through serving as a human resource consultant for diocesan offices, parishes, schools, and other diocesan institutions in matters of employment law, policies, procedures, and schools of benefits.

RESPONSIBILITIES and ASSOCIATED TASKS

Other responsibilities and tasks may be assigned for the good of co-workers and the mission of the diocese.

Primary [Approximate Time Allocation]

Compensation and Benefits [30%]

- Consult with the bishop, senior diocesan staff, parish and school personnel, and Diocesan Finance Council, in conducting periodic wage, salary and benefit surveys for positions to maintain an equitable compensation program through the diocese.
- Regularly update and make available standard parish and school compensation guidelines.
- Monitor and administer employee benefit plans including reconciling and approving for payment the premium billings; hold enrollment meetings and training sessions; correspond regularly with all diocesan employees relative to benefits; regularly consult with diocesan benefits consultant relative to group plan administration.

Constituent Relations [25%]

- Represent the diocese in a professional manner and within the bounds of authority delegated by the bishop.
- Assist pastors, principals, and other managers/supervisors within Church related institutions with their Human Resources needs, including policy compliance, dealing with conflicts or tensions between people at the local level, progressive discipline, separation, termination, and legal issues such as required hiring documentation, leaves, discipline, immigration, background checks, etc.
- Communicate a vision of high-quality, responsible, and relevant personnel services.
- Respond to personnel inquiries and issues that arise from the parishes, diocesan offices, and other entities as delegated by the bishop.
- Participates in committees and commissions as assigned, including Chair of the Human Resource Committee.
- Participate in professional associations and conferences, especially NACPA, to expand knowledge of national and international issues influencing the Church and to develop a network of useful contacts.

Recruitment, Placement, and Performance Management [20%]

- Assist department directors in recruiting, screening, and interviewing prospective employees consistent with uniform personnel guidelines.
- Assist department directors and supervisors with orientation and on-going training of.

1 Job descriptions are generally considered legal documents. It is recommended that prior to using any position description that it be reviewed by an attorney familiar with federal, state, and local employment law as well as diocesan policies and, whenever possible, a human resources professional familiar with employment practices within the Catholic Church.
employees

- Monitor the Annual and 90 Day employee appraisals for personnel in diocesan offices and maintain appropriate records
- Develop, disseminate, and support performance management tools for best practices in human resources at diocesan and local levels

**Administrative Leadership and Management [15%]:**

- Supervise and provide work direction to staff of the Personnel Services office
- Maintain and revise the Diocesan Employee Database and provide appropriate information to diocesan offices as requested
- Develop and administer department budget within established procedures, including accurate financial reporting by and to department staff
- Participate in the ongoing strategic planning process as an equal partner with other senior diocesan staff, providing recommendations based area of leadership
- Create and realize a progressive vision and a strategic plan for human resources that complement the diocese’s aspirational plans
- Conduct an annual review of positions with the senior diocesan staff in preparation for the annual budget process
- Advise bishop and vicar general on all employment and strategic issues as they arise

**Policy [10%]:**

- Foster excellence in mission through implementing standard HR polices that are equitable and just
- Write, update, and administer diocesan personnel policies and protocols that reflect legislative laws and local and national Church directives for the diocese and related Catholic institutions such as parishes, schools, and cemeteries
- Facilitate criminal background checks of employees and parish/school volunteers according to established policies, including providing the necessary training and support to department directors, pastors, and other Church leaders in procedures

**General**

- Practice of the Catholic faith is (check one) ___required ___recommended. Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the policies of the diocese.
- Continue professional development to enhance job performance and/or organizational goals as identified through regular supervision and annual job reviews.

**PRIMARY WORKING RELATIONSHIPS**

- Moderator of the Curia
- Department Directors
- Pastors
- Parish Business Administrators
- Catholic School Principals

**PRIMARY COMMITTEE ASSIGNMENTS**

- Salary Review Committee
- Personnel Policy Committee

**AUTHORITY**

Immediate Supervisor: Moderator of the Curia

Supervisory Responsibilities For: Personnel Services staff (currently 3 positions)

Reports To: Bishop and Moderator of the Curia
DECISION-MAKING: Hiring and disciplinary actions decisions for staff under her/his immediate supervision in line with established policies and in consultation with the Moderator of the Curia; Authorizing expenditures of less than $___ in keeping with approved budget; Day to day operational decisions to further the agreed upon goals for the office and mission of the diocese.

QUALIFICATIONS

Experience: minimum requires 15 years of human resource experience, ten in a management role preferred; broad-based human resources management experience within a large, complex organization, preferably the Catholic Church; experience in collective bargaining, conflict resolution, negotiation and mediation

Education: BA degree in Human Resource Management or related field; advance degree preferred

Licenses/Certifications: SPHR or PHR desirable

Skills/Knowledge:
- Comprehensive technical understanding of human resource management and personnel development
- Working knowledge of employment law and related Canon law
- Familiarity with diocesan structures and/or leadership within a multi-faceted non-profit organization
- Familiarity with the issues related to employment in non-profit organizations, preferable the Catholic Church
- Solid praxis in theology and Roman Catholic traditions
- Demonstrates administrative and supervisory skills to work in a senior management position
- Possesses a high degree of flexibility in order to achieve objectives and meet demands
- Exhibits excellent written, verbal and public speaking skills
- Exhibits excellent strategic planning and organizational skills
- Good training skills, either in direct classroom instruction or remote communication (newsletters, on-line training, blogs, etc.)
- Has proficiency with information technology
- Has the ability to maintain confidential information
- Sensitivity to a multicultural church
- Multi-lingual/bi-lingual is desirable

Other: Satisfactory background check and training in compliance with The Charter for the Protection of Children and Young People (USCCB) and related diocesan requirements.

WORKING CONDITIONS

FLSA Status (check one):
- X Exempt
- ___ Non-exempt

ELIGIBILITY FOR BENEFITS (check one):
- X All
- ___ Some
- ___ None

HOURS PER WEEK: 40
Office Hours: __ a.m. – ___ p.m., Monday – Friday, occasional extra hours beyond the normal work day
OTHER
- Be present, ready to work and on time for all scheduled hours as well as the flexibility to work early mornings, late evenings and weekends
- Periods of high volume work

TRAVEL
- Regular travel throughout the Diocese is required, as well as occasional travel outside of the diocese.
- Valid Driver’s License and use of one’s personal automobile for local travel.

SIGNATURES and APPROVALS

I have reviewed this position description and agree that it is an accurate representation of the responsibilities and duties performed in this position.

______________________________  __________________________
Supervisor’s Signature  Date

______________________________  __________________________
Human Resources/Personnel Director  Date

DISCLAIMER

The above describes the general nature and level of work assigned to this position and is not an exhaustive list. More detailed listings of duties inherent in this position may be outlined in supplemental documents (e.g. procedures).