

JOB DESCRIPTION

St. Edward the Confessor

Approved By: Tom Leeman

Date: 05/06/2022

POSITION TITLE: Human Resources Specialist (HRS)

FLSA STATUS: Non-Exempt

DEPARTMENT/PROGRAM: Parish/Administration

REPORTS TO: Senior Business Manager or assigned supervisor

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 St. Edward the Confessor Parish School). 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 carrying out the mission of the Church and School. This position is responsible for all human resources, safe environment, and risk management programs for the Parish, including, but not limited to, on- and off-boarding, benefits administration, and property/liability insurance programs (including any inventory).

DUTIES

- 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
- Support the Pastor, management, and staff with consultative efforts as necessary assuring effect communication of federal, state, and Diocesan and Parish policies and practices regarding Human Resources
- Advise and assist management and staff on human resources-related issues. Research, develop, and implement human resources policies and procedures

- Assist the Pastor, management, and staff to resolve performance and/or employee relations issues, ensuring adherence to Diocesan policies
- Assure implementation and management of a comprehensive performance evaluation process, classification and compensation system
- Support the Pastor and management in all recruitment, on-boarding, and off-boarding of Parish staff
- Facilitate all employee safety and facility safety programs (OSHA, Injury Prevention, Workers' Compensation, etc.)
- Manage the Safe Environment Program for all staff and volunteers
- Maintain an effective Parish recordkeeping file system for all Parish documents
- Plan, coordinate, and execute various events as required
- Stay current on compliance and legislative issues impacting the Parish
- Other duties as assigned

QUALIFICATIONS & EXPERIENCE

REQUIRED

Education/Experience

- Degree in Human Resources or related field or equivalent training
- Minimum of four years of relevant experience in Human Resources
- Proficient with Windows, Excel, and PowerPoint
- Ability to create effective collaborations with colleagues, superiors, and clients
- Strong verbal and written communications skills
- Demonstrated strong interpersonal and empathy skills
- Strong foundation in federal/state labor law
- Ability to maintain high level of confidentiality and exhibit a high level of integrity

DESIRED

- Master's Degree in Human Resources or related field
- Professional certifications in Human Resources
- Experience in the not-for-profit sector
- Experience working in a fast-paced environment with multiple, competing goals
- Knowledge and understanding of the Catholic faith
- Bilingual Spanish/English

PHYSICAL REQUIREMENTS: Normal office environment

EQUIPMENT UTILIZED: Personal computer, scanner, printer, copier, paper shredder