

## JOB DESCRIPTION

### STS. SIMON & JUDE CATHOLIC CHURCH

**Position Title:** Human Resources Generalist

**Job Classification:** Full-Time, Exempt Position.

**Department:** Business Office of Saints Simon & Jude Church and School

**Reports To:** Parish Business Manager

**Schedule:** Monday – Friday, and as needed

**Pay Range:** \$75,000 - \$85,000

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#### Job Summary

The Human Resources Generalist works closely with the Parish Business Manager to manage all HR-related functions within Saints Simon & Jude Church and School. This includes onboarding new employees, processing payroll, and ensuring compliance with California and federal labor laws. The role requires a commitment to the church's mission and values, with a focus on providing exceptional support to both employees and volunteers.

#### Key Responsibilities

##### 1. Employee Onboarding and Support, approximately 10% of position

- Develop and manage the onboarding process for new hires, including preparation of orientation materials, scheduling training sessions, and ensuring smooth integration into the church and school community.
- Maintain accurate employee records and ensure all necessary documentation is completed and filed appropriately.
- Responsibly handle confidential information involving the Diocese and/or staff members, clergy, religious and other personnel.
- Serve as a point of contact for employee inquiries related to HR policies, benefits, and other employment matters.

##### 2. Payroll Processing, approximately 50% of position

- Perform timely and accurate data entry for new hires, employee changes and employee status updates.
- Process payroll through the ADP system in a timely and accurate manner, including calculating hours, overtime, and deductions.
- Maintain schedules to track employee payment and musician payments.
- Maintain accurate PTO accruals.
- Coordinate with other diocesan locations for timekeeping/pay/accruals for shared employees.
- Digitally archive payroll reports in parish/school computer files.
- Assist with recording payroll journal entries.
- Ensure all payroll practices comply with California and federal regulations.
- Address and resolve any employee payroll-related issues or discrepancies.
- Attend diocesan payroll meetings and webinars.

##### 3. Compliance and Administration, approximately 10% of position

- In coordination with the Diocese of Orange human resources department, stay up-to-date with California and federal labor laws to ensure the church and school's HR practices remain compliant.

- Prepare and maintain necessary files and reports related to employee data, payroll, and compliance.
- Administer employee benefits programs, including health insurance, retirement plans, and other employee benefits.

#### **4. Record Keeping and Documentation, approximately 10% of position**

- Maintain organized and confidential employee files and documentation.
- Ensure compliance with legal requirements regarding employee records and reporting.
- Administer the parish and school Safe Environment recordkeeping site for employees and volunteers. Includes maintaining compliance records and coordinating updates for all enrollees.

#### **5. General HR Support, approximately 20% of position**

- Support the development and implementation of HR policies and procedures.
- Collaborate with parish and school's Business Manager, Pastor and Principal to resolve performance management and/or employee relations issues, ensuring adherence to diocesan policies.
- Assist with performance management evaluations.
- In collaboration with the Business Manager, manage worker's compensation claims.
- Assist as needed with parish and school budget processes.
- Assist with the recruitment process as needed, including posting job openings, reviewing applications, and coordinating interviews.
- Other duties to support the parish and school Business Manager, Pastor and Principal.

#### **Qualifications**

- **Education:** Bachelor's degree in Human Resources, Business Administration, or a related field preferred.
- **Experience:** Minimum of 5 years of experience in a human resources role, preferably in a non-profit or religious organization. Understanding and knowledge of the Roman Catholic Church and its organizational structure.
- **Knowledge:** Solid knowledge with California and federal labor laws and regulations.
- **Skills:**
  - Strong organizational skills, attention to detail, and the ability to handle sensitive information with discretion.
  - Ability to effectively prioritize workload, manage multiple tasks and follow-up with minimal supervision.
  - Ability to create effective collaborations with colleagues, superiors, parishioners and school families.
  - Ability to maintain a high level of confidentiality and exhibit a high level of integrity.
- **Interpersonal Skills:** Excellent communication and interpersonal skills, with the ability to build positive relationships with staff and volunteers.
- **Technical Skills:** Proficiency in HR software, preferably ADP, and payroll systems; experience with Microsoft Office Suite (Word, Excel, Outlook).

#### **Working Conditions**

- Typical office environment, this is not a remote position.
- Basic computer equipment, keyboard, mouse, telephone, copier and calculator.

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To apply, please send your resume and cover letter to [ssi@ssj.org](mailto:ssi@ssj.org).