

Diocesan Job Description

POSITION NAME: Manager of Human Resources	
REPORTS TO: Vicar General	
CLASSIFICATION: Exempt/Salary	

Position Summary of Duties: The Manager of Human Resources provides development, oversight, support and direct services in the area of Human Resources for the Diocesan offices, parishes, schools and other Diocesan institutions. The primary function of the Director of Human Resources is to provide consultation and advice to Diocesan and parish leaders regarding employment policies and practices, employment contracts, development of employee programs, recruiting, hiring, retention, performance management, conflict resolution, and equal employment/diversity issues. The position provides leadership across the Diocese for all human resource needs, and assists administrators and departments in managing the personnel of the Diocese, based on Catholic values and principles, legislative requirements, and consistent application of policies and practices.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and the requirements of the job change.)*

I. Specific Task/Duties for Human Resources:

1. Develops, implements, and updates consistent Human Resources policies and practices for use across the Diocese.
2. Develops and maintains human resources programs and materials (such as employee handbooks, application forms, job descriptions, compensation program materials, performance appraisal forms, etc.) for use throughout the Diocese to facilitate attainment of Diocesan goals, meet legal requirements, and foster a positive work environment.
3. Provides training and technical assistance to Diocesan supervisors for conducting all human resource activities, including hiring, training, employee relations, performance management, disciplinary procedures and other methods to coach and instruct staff of their responsibilities and Diocesan expectations.
4. Maintains awareness of, analyzes, and ensures timely and consistent application in all areas of employment / human resources legislation as well as act as central coordinating resource for Directors to ensure necessary legal reviews are done with Diocesan legal counsel in matters of employment and human resources.
5. Maintains personnel records and files for Diocesan administrative offices including employee salary, medical and benefit files.
6. Participates in and makes presentations at workshops for Parish Business Managers, New Pastors, and other workshops as deemed appropriate.
7. Recommends just and equitable compensation and benefit programs appropriate to the mission of the Diocese of Fort Wayne-South Bend and Diocesan funding capabilities.
8. Handles other duties as assigned.

II. Mission

1. Respects and safeguards the confidentiality of information regarding parishioners, customers, co-workers and the church, and holds others accountable to the same standard.
2. As a leader within the church, projects a professional and caring demeanor in interactions with all.
3. Takes responsibility for maintaining a clean, neat and orderly environment. Uses equipment, supplies and other materials with a focused effort to stewardship and reducing waste.
4. Demonstrates an attitude of teamwork when interacting with others within or outside the church. As such, consistently displays respect for self and for others in manner (body language, dress), word (spoken language) and action (behavior).
5. Takes ownership of job responsibilities by initiating prompt and appropriate action/follow-up in all areas. Insures appropriate and timely resolutions to situations.
6. Exhibits resourcefulness and Initiative in anticipating and meeting the needs of others in a pro-active manner. Encourages and empowers subordinates to perform in the same manner.
7. Welcomes suggestions and new ideas as an opportunity to learn, grow and improve services.

SPECIFIC JOB SKILLS:

Must have knowledge of federal and state labor laws and regulations. Must be a participating member of the Catholic community. Work experience in diocesan, parish or other religious organizational setting preferred. Excellent written, verbal and interpersonal communication skills. Ability to influence and negotiate. Ability to foster trust and respect among Diocesan personnel and their constituents. Collaborative work style, initiative; flexibility. Strong sense of confidentiality.

EDUCATION AND/OR EXPERIENCE: At least seven years of progressive experience in human resources administration. Master's degree in human resources administration, non-profit administration, organizational development or a related field preferred or PHR (Professional in Human Resources) or SPHR (Senior Professional in Human Resources) certification as an indicator of functional knowledge preferred.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, stoop, finger, talk, reach, feel, sit, climb, grasp, hear and perform repetitive motions of the hands/wrists. Lifts and moves items up to 30 pounds.

JOB CONDITIONS:

Work is performed mostly in an office setting. Employee is required to do extensive close computer work, as well as sit for long periods of time and attend evening or weekend meetings.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date

Supervisor Signature

Date