

DIOCESE OF SAN JOSE
Position Description

POSITION TITLE: DIRECTOR OF HUMAN RESOURCES

LOCATION:	Chancery	FLSA STATUS:	Exempt
DEPARTMENT:	Human Resources	SALARY GRADE:	XV
REPORTS TO:	COO	EMPLOYEE:	Vacant
DATE UPDATED:	August 4, 2021	FULL TIME OR PART TIME:	Full-Time

POSITION SUMMARY:

The Director of Human Resources assists diocesan management and employees with Human Resource (HR) matters by directing and implementing best practices and systems for effective human resource programs and services that contribute to the mission of the Diocese of San José. This position reports directly to the Chief Operations Officer (COO).

The Director of Human Resources provides inspirational leadership in managing all human resources activities, enabling the organization to operate at its highest level through the recruitment, development, and retention of high-performing, mission-aligned employees. This strategic, yet tactically sound leader will help define and shape the organizational culture, nurture employee engagement, and implement people-centered best practices that increase the organization's capacity to fulfill its important mission.

The Director of Human Resources ensures the team follows proper administration of statutes and government regulations in keeping the Diocese of San José in compliance, working closely with the COO and General Counsel. This position serves as the operational leader and as a human resource consultant for all levels of management for the diocese and at parishes, schools, and other agencies of the diocese. This includes meeting with diocesan executive management, pastors, principals, and other administrators to interpret policies and benefits and to resolve employment issues such as discipline, terminations, and other problem situations regarding employees; and mediates grievances and resolves conflicts while always striving for just treatment for those who work for the church.

The Director of Human Resources is operational and hands on, providing support to the HR team on a day to day basis. The position will be directly responsible for supervising all HR staff, implementing department priorities, compensation practices, employee relations, performance management, benefits, comprehensive training, onboarding of employees, complaints and investigation, managing vendors and contractors.

Strategy and Leadership:

- Responsible for working in partnership with the COO and management teams in developing strategy and executing the human resource philosophy of the Diocese of San José.
- The position is directly responsible for succession planning, talent management, change management, organizational and performance management, employee training and development, process and system improvement, implementing policies and written procedures, employee relations, HRIS systems, employee leaves of absence, benefits and retirement planning, compensation, and employment law compliance for a diverse workforce with multi-location operations.
- Provides visionary leadership and management of the organization's services function to include the planning, development, evaluation, implementation, and maintenance of HR.
- Develops HR annual plans and priorities, with the COO, that support Diocesan mission, operations, and goals and creates consistency and effectiveness in implementation. This includes

ensuring that the HR department's programs and services align with the chancery and departmental mission and goals.

- Anticipates key trends, opportunities, and vulnerabilities, and positions functional support to ensure that the Diocese's infrastructure and systems are stable and support the demands of current programs and future growth.

Finances and Operations:

- Provides direct supervision of the HR Team, helping manage day to day functions.
- Ensures HR policies and practices are compliant with applicable Church teaching, canon law, and local, state, and federal laws and regulations.
- Responsible for all functions of personnel management and performance, employment compliance, compensation, wages and classifications, benefits administration, talent acquisition, employee training and development, and HR data management systems and legal and labor relations, ensuring appropriate and consistent application of these functions by each Diocesan location.
- Works in partnership with the COO and General Counsel, in advising and providing consultation to Diocesan (parish, chancery, and school) leaders and staff on sensitive personnel issues, HR policies, and employment laws and regulations. Conducts oversight of all investigations and facilitates discussions between employees and supervisors related to formal grievances.
- Implements the review of lay salary plans (at least annually) in collaboration with the COO, Cabinet, and CFO, ensuring periodic review of the chancery's total compensation philosophy and its implementation and ensures equity.
- Works collaboratively with the Office of Protection of Children and Vulnerable Adults (OPCVA), reporting of and education about the tragedy of child sexual abuse. Assures that background checks are conducted for employees and volunteers. Oversees compliance and periodic review of safe environment policies.
- Assures effective stewardship of the Human Resources Department by providing leadership in developing the annual budget and monitoring expenses throughout the year for HR.
- Works with COO and CFO oversee vendor management: evaluation of services, new vendor searches and requests for proposal, pricing, and contract negotiation. Seeking to evaluate these contracts at least one year prior to expiration. Works closely with the COO and CFO.
- Provides leadership in planning Chancery employee recognition and annual events, such as the Christmas gathering and summer picnic.

Collaboration and Communication:

- Works in partnership with the Vicar for Clergy to respond to any Pastor needs, working in partnership to resolve any conflicts.
- Works in partnership with Department of Catholic Schools to respond to any Principal needs, working in partnership to resolve any conflicts
- Works in close collaboration with the Director of OPCVA to ensure all related Safe Environment policies and procedures are being implemented across all locations
- Collaborates with the Communications Office on employee communications, including content, materials, and delivery methods.
- Works closely with General Counsel on employment law compliance and consulting on formal grievances, HR Legal issues, outside counsel, and policy change.
- Works closely and in partnership with the COO and General Counsel to handle any EEOC, DOL, or other government complaints.
- Provides support to the Lay Retirement Advisory Board in partnership with the CFO and Vicar General, helping prepare presentations as needed and works closely to ensure full implementation of the retirement benefits for employees.
- Serves on other Pension or Benefit boards, committees, councils, and boards at the direction of the COO. Provides reporting as requested.

THIS POSITION SUPERVISES:

The Office of Human Resources staff and volunteers.

QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, or physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- At least ten years' management and supervision experience with a BA in Human Resources or related field from an accredited institution. HR certification (SPHR or SHRM-SCP) is preferred.
- A track record in designing and implementing effective change management, leveraging Human Resources transactional needs with technology, and building proactive policies, systems, processes, and programs appropriate to the needs of the organization
- Knowledge and demonstrated experience in analyzing employment law, including statutes and government regulations; Commitment to understanding and willingness to support the organization's faith-based mission.
- Commitment to applying Church teaching to all facets of HR administration. Commitment to understanding and willingness to support the organization's faith-based mission and the "minister" aspect of this role.
- Demonstrated experience advising other organization leaders in HR services policy and practice, workforce planning, organizational development, and employment law.
- Demonstrated experience with implementation of strategic planning, budget oversight, and policy management.

Language Skills:

- Bilingual preferred: Spanish or Vietnamese
- Must have excellent interpersonal, customer service skills
- Be responsive and ensure services appropriate to a multicultural environment
- Spoken communications: able to clearly present information and conduct training;
- Written communication: able to clearly and effectively present ideas and document and accurately read and interpret written information.

Computational Skills:

- Able to communicate and collaborate with multiple constituencies and serve as a confidential resource to top leadership and exempt/non-exempt staff.

Reasoning Ability:

- Analytical Problem Solving: able to use a systematic approach in solving problems through analysis of problem and evaluation of alternate solutions; use logic, mathematics, or other problem-solving tools in data analysis or in generating solutions;
- Decision Making and Problem Solving: able to proactively solve problems while exhibiting judgment and a realistic understanding of issues.

- Decisiveness: able to make decisions quickly on available information and take action; make commitments and not change a decision when challenged; deal with emergencies as necessary.
- Confidentiality: superb ability to ensure and maintain confidentiality across the department with integrity and sensitivity.

Technical Skills:

- Technology skills including but not limited to knowledge of computers, ability to use a variety of software programs; skill in Internet and email use; knowledge and ability in the use of primary business machines. Ability to lead the maintenance content of the intranet site for HR. Provide support in volunteer management.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit and/or use the computer for extended periods, use hands in repetitive motion tasks, handle objects, talk and hear. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. The position requires driving to sites outside of the chancery offices.

Physical Environment: While performing the duties of this job, the employee will normally work in an open area in the Office of Human Resources. The noise level is usually quiet. The space is wheelchair accessible. Sites outside the chancery offices vary in physical environment.

Working Conditions:

The employee must be physically present in the office or working at a diocesan site, working cooperatively and collaboratively with other staff members and with clients, and multi-task. The employee is expected to work regular office hours (8:30 to 5:00) five days a week. Travel may be required occasionally.

Other Requirements:

- Practicing Catholic preferred.
- Deep understanding of the teachings, values, structure, and mission of the Catholic Church
- Work during evenings and weekends may be required.
- Possess integrity and conviction, ensuring the confidentiality of all personnel matters
- Identify and affirm gifts and talents in others
- Be sensitive to cultural and racial diversity
- Have excellent relational skills, and be able to work collaboratively

Certificates, Licenses, Registrations:

- SHRM Certification Desired

Supervisors and employees should review this position description at the time of hire and at each evaluation conference. Employees should sign and date below. Please give a copy to the employee and return the original to Human Resources Office.

Employee

Date

Supervisor

Date