**JOB DESCRIPTION**

**JOB TITLE:** Human Resources Generalist  
**PROGRAM/OFFICE:** Office of Human Resources  
**REPORTS TO:** H|R Director  
**STATUS:** [ X ] Exempt  
[ ] Non-Exempt

**Impelled by Christ’s call,** we who serve in the departments and offices of the Archdiocese of New Orleans collaborate with the Archbishop and one another in bringing about the Reign of God. Guided by the Holy Spirit, we work in service to and in collaboration with parishes, schools, and organizations to evangelize and catechize, offer witness and service, lead worship and give pastoral care to all of God’s people to advance the saving mission of Christ.

**JOB SUMMARY:**

The **H|R Generalist** is responsible for contributing to the effective and efficient day to day administration of the busy Human Resources central office, by providing general accounting / benefits support, follow up & policy guidance on the many benefits programs to the locations and staff of the Archdiocese of New Orleans who seek our help. *This Staff member is responsible for multi-task work product in a team environment with flexibility according to the demands of the day.*

**ESSENTIAL FUNCTIONS:**

- Serves as lead HR team-member on ANO's Payroll Committee for HRIS Software conversion and utilization.
- Spearheads Payroll Conversion communications, and functions as the point person to take feedback from locations and resource the appropriate avenue for response/resolution of questions/concerns.
- Manages new hire/onboarding process for Chancery Staff and makes recommendations on meaningful improvements.
- Conducts visits to guide new staff of parishes, schools and outside entities with overview of HR and benefits processes.
- Works with program directors to Edit, synthesize and post Job announcements to ANO HR JobBank portal.
- Chairs the sub-committee on Staff Engagement & functions as the liaison to the Faith Formation Steering Committee
- Promotes Staff Engagement with overall focus of H|R initiatives in collaboration with HR team and Wellness Coach.
- Develops process documents on H|R continuum [*Job Posting, New Hire, Separation, etc.*] to be used by locations.
- Organizes and maintains calendars of Dept. activity within the scope of all Human Resources functional areas.
- Designs communication pieces and works with Benefits consultant on documentation of departmental OE guides.
- Oversees Benefits change process within required deadlines and using guidance of Carrier contracts.
- Schedules and make arrangements for Open Enrollment and/or other departmental meetings, including invites/rsvps.
- Collects and analyzes HR data, provides reporting and makes recommendations to H|R Director.
- Works with vendor to manage timelines on 1095 reporting and IRS e-filing in ACA software-portals, and archives same.
- Guides ACA appeals responses for ANO entities as governed by the Dept.
- Evolves documents and updates online portals to reflect current notices on all benefits plans, hire paperwork, etc.
- Writes training outlines and presentations for the Office, and with inter-departmental colleagues on germane topics.
- Presents at various departmental web or classroom training within the team and/or with other departments.
- Responds to and resolves incoming inquiries from decentralized sites by answering questions re/ policy, benefits, etc.
- Oversees office supplies and makes recommendations; prepares financial requisition forms as required.
- Maintains billing, reimbursements, and other financial data for the Dept. & its constituents.
- Seeks legal office advisements and/or HR Director’s input for employee relations or other appropriate consultancy.
- Initiates and collaborates in special projects for the Department and other duties as assigned.
KNOWLEDGE, SKILLS & ABILITIES
- Use of Technology platforms including electronic communications, data-systems, recording media & report writing, email protocols, survey tools, etc. Able to learn new platforms and function proficiently as use of software in dept. changes/evolves.
- Able to communicate effectively both verbally and in writing, and work with all stakeholders of the programs.
- Able to work well in a team, as well as autonomously within guidance and feedback of supervisor.
- Able to handle discreet information with the confidentiality required of the Office.
- Able to deal with deadlines and meet required timelines while maintaining the quality standards of the Office.

MINIMUM QUALIFICATIONS:
- Highly developed administrative, organizational and people skills.
- Effective communication and presentation skills; one-on-one or in small groups via telephone or in meeting format/s.
- Performs well under pressure and flexible / adaptable to changes as the routine requires.

EDUCATION/EXPERIENCE:
- College Degree in communications, finance or HR preferred with minimum of three to five years’ experience.
- Has knowledge of commonly-used concepts, practices, and procedures within the field of Human Resources.
- Experience in Human Resources | Payroll Software Conversion
- HR Certification is preferred

WORK ENVIRONMENT:
- General Office environment; Monday thru Friday | Hours: 8.30 AM – 4.30 PM | Full-time Salaried with Benefits.

JOB DESCRIPTION ACKNOWLEDGEMENT
I understand that this job description is to be used as a guide and that I will be responsible for performing other duties as assigned. I further acknowledge that at any time my job duties may change on a temporary or regular basis according to the needs of my office or program without it being specifically included in this job description.

Staff Member Signature                Staff Member Name (please print)             Date