



HUMAN RESOURCES DIRECTOR
DIOCESE OF BIRMINGHAM

Rev. 8.23.21

Primary Responsibility: to assist diocesan management and employees with Human Resource 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 Birmingham.

Direct Supervisor: Chancery Office Chief of Staff.

SUMMARY:

The Human Resources Director (“HRD”) plans, develops, coordinates, and leads the activities and staff of the department ensuring the coordination and implementation of the Diocese’s mission in a professional, ethical, and efficient manner. This includes recruiting and staffing, policy development and implementation, compensation, benefit administration, performance management, employee relations, regulatory compliance and training and development.

The HRD works directly with pastors, school principals, business managers and the Diocesan Finance Office to ensure their policies comply with federal, state, and local laws, as well as diocesan policies and procedures. This position requires a high level of confidentiality, handling sensitive information and matters necessitating discretion and independent judgment on a frequent basis. The HRD is an advocate for fair and just principles and applies in all situations.

MINIMUM QUALIFICATIONS:

1. Education, Experience, and Training:

The HRD should have a bachelor’s degree in Human Resources, Business Administration, or related field along with a minimum of 5 years executive-level experience. The HRD should have specialized training in labor law, employee relations, compensation and benefits administration including compliance and regulations. The HRD should have experience with implementing and managing HRIS systems. Experience in a complex, multi-unit organization (preferably non-profit or religious) is strongly preferred. Experience with multiple third-party payroll providers would be helpful. HRCI (PHR or SPHR) or SHRM (DP or SCP) Certifications in Human Resources is a plus with active memberships in Societies for Human Resource Management (SHRM) and National Association of Church Personnel Administrators (NACPA). HRD should be willing to continue course work/seminar attendance in benefit and human resources areas.

2. Other Qualifications:

Demonstrated ability to develop and implement strategic initiatives and program development. Strong interpersonal skills essential with the ability to work and

communicate with people of all levels and backgrounds. Strong analytical and problem-solving skills. Excellent communication and presentation skills to include proficiency in reading and writing in the English language including the meaning and spelling of words, and rules of composition and grammar. Knowledge in various computer programs including Microsoft Word, Excel, PowerPoint, internet, and human resources database applications. Ability to function calmly in pressured situations. Ability to establish and maintain friendly and cooperative relations with clergy, employees, applicants, parish and school personnel, and members of other organizations the diocese supports. Ability to exercise good organizational and time management skills, attention to detail and ability to manage projects. Must have a valid, current, driver's license and own reliable transportation with auto insurance coverage. The HRD should be a practicing Roman Catholic, with knowledge of the organizational structure of the Roman Catholic Church.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Utilize and maintain data integrity in HRIS (Paycor).
- Collaborate with clergy, religious and lay staff.
- Administer various human resources plans and procedures for all chancery office employees. Maintain diocesan procedures manual and the employee policies and procedures handbook for the diocese as well as provide templates for parishes and schools that comply with Catholic values and the Catholic mission of the diocese.
- Coordinate with Finance Department on salary administration of compensation programs.
- Work with managers to develop and revise job descriptions as necessary.
- Review and monitor performance evaluation programs and revise program and procedures as necessary. Participate in developing department goals, objectives, and systems.
- Conduct recruitment efforts for all exempt and non-exempt personnel, and temporary employees for the chancery office. Write and place advertisements; interview and screen applicants; conduct reference and background checks. Assist chancery and locations with background checks, drug screening, and youth protection training.
- Assist in organizational training and development efforts.
- Handle employee relations coaching, terminations, and exit interviews.
- Develop and implement harassment, non-discrimination, and sexual misconduct policies, education, and training for all diocesan entities.
- Serve as a professional resource for parishes, schools, and other agencies in matters pertaining to employment, compensation, benefits, conflict resolution, discipline, terminations, and compliance with state and federal employment regulations.
- Assist in the evaluation of services, decisions, and results of the human resources office in relation to established goals. Recommend new approaches, policies, and procedures for continual improvements in efficiency of the department and services performed.
- Work closely and directly with locations and employees to provide timely and accurate responses to questions regarding policies, benefits, employee relations, and other human resources issues.
- Maintain compliance with federal and state regulations concerning employment laws and monitor all required postings.
- Prepare, administer, and analyze office budget. Monitor revenue and expenses.
- Provide guidance to diocesan leadership.
- Attend conferences, meetings, and seminars to stay current on compliance and trends.

- Assist Youth Director with Adult Youth Protection training, criminal background checks for volunteers, and Safe Environment training for youth, as well as the reporting of the same to official agencies.

SUPERVISORY DUTIES:

- Supervises Employee Benefits Coordinator, Youth Protection Manager, and one assistant.
- Member of the Diocesan 403(b) retirement program committee

PHYSICAL DEMANDS:

Working conditions are normal for an office environment. Prolonged sitting, computer use and ability to move throughout the department and building facilities are required. Applicant must be able to lift 20 lbs. occasionally; must be able to bend, stoop, squat, kneel occasionally. Good visual acuity is needed for data review.

WORK ENVIRONMENT:

Temperature controlled indoor office environment. While performing the duties of this job, HRD is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Travel may be required for meetings and training; overnight stay may be required 10% of the time. Flexibility to work evenings, weekends, and long hours when necessary. The work environment characteristics described here are representative of those employees encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY:

The Diocese of Birmingham has retained Mission Advantage Recruiting to conduct the search for a Human Resources Director. Please send all inquiries to:

Will Panagakos
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610-772-7225