

Director of Human Resources Position Profile

Objective: To oversee all aspects of human resource practices and provide advice to the Diocese of Erie. The Director of Human Resources guides the administrative tasks of our organization, coordinating the functioning of departments and handling all facets of employee management. Primary duties include overall leadership and guidance to the human resource function by overseeing talent acquisition, career development, employee relations, conflict resolution, retention, training, leadership development, compensation and benefits, and compliance with all local, state and federal employment laws.

The Director of Human Resources also provides contract services to parishes and outside agencies for human resource issues and assists the Office of Child Protection and Youth to ensure that screening and approval processes comply with Diocesan standards.

This position meets the criteria for an Administrative Exemption under the provisions of the Federal and State Wage and Hour Laws and reports directly to the Vicar General.

Responsibilities: The essential functions of this position include, but are not limited to the following:

- Conducts recruitment effort for all exempt, nonexempt and temporary workers; establishes a recruiting, testing, and interviewing program; writes and places employment advertisements; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers; performs new employee orientation.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach for performance improvement; hearing and resolving employee grievances; counseling employees and supervisors as necessary.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; designing and conducting educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments.
- Manages affirmative action programs; ensures compliance with all federal, state and local employment laws.
- Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures.
- Monitors and advises managers and supervisors regarding the progressive discipline policy and coordinates the implementation of a performance improvement process with non-performing employees.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Selects and supervises Human Resources issues with consultants, attorneys, and training specialists; consults with the Office of Financial Services on matters of personnel significance.

- Reviews, guides, and approves management recommendations for employment terminations; performs and analyzes exit interviews.
- Serves as a contract consultant to Diocesan parishes and agencies as needed.
- Coordinates safety initiatives with the St. Mark Catholic Center Emergency Committee.

Required Education and Experience

- Bachelor of Science/Bachelor of Arts in Human Resource Management or in Management with a concentration in Human Resource Management/ Organizational Leadership.
- A Master's degree in Human Resource management would be a plus.
- SHRM Certified Professional (SHRM-CP) or Professional in Human Resources (PHR) credentials (or equivalent) are required.
- 3-5 years proven experience as an HR manager or other HR executive positions.
- Due to the nature of the overall operation of the Diocese, candidate must be a practicing Catholic in good standing, verified by their current parish Pastor.

Competencies

- Experience in the administration of benefits and compensation programs and other Human Resources programs and processes.
- Better than average written, active listening, negotiation and presentation skills.
- History of the ability to architect, develop and implement HR strategies and initiatives aligned with overall business planning.
- Experienced management of the employee recruitment and selection process.
- Excellent computer skills in a Microsoft Windows environment, especially Excel.
- Skilled experience with Human Resources systems and data bases are a plus.
- Familiarity with employment law and practices.
- Possess excellent decision-making, strategic thinking, leadership, interpersonal, and ethical conduct skills.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk and hear. The employee must occasionally set up, lift or move video equipment or other office products and supplies, up to 20 pounds.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.