

**ARCHDIOCESE OF SAN FRANCISCO  
DEPARTMENT OF CATHOLIC SCHOOLS**

**JOB POSTING**

**TITLE:** Employee Relations Manager

**REPORTS TO:** Director of Human Resources & Superintendent of Catholic Schools

**OFFICE/DEPT:** Office of Human Resources & Dept. of Catholic Schools

**STATUS:** Regular Full-time, Exempt

**ESSENTIAL FUNCTIONS:**

- The Employee Relations Manager will be responsible for working with the Director of HR and the Superintendent to provide HR support to the Schools and Parishes, while supporting Catholic values.
- Successful candidate will work with the locations to provide guidance as it relates to employment law to include city, county, state and federal regulations, as well as ADSF policies and procedures.
- Areas of expertise would include: employment, wage and hour, non-discrimination, OSHA regulations and leaves of absence.
- This individual will also conduct thorough employee relations investigations, in conjunction with the Dir. of HR, the Superintendent, General Counsel and the Assoc. Dir. of HR, in cases of harassment, discrimination, management practices, record compliance and performance management.
- Successful candidate will also work with the Dir. of HR and the Superintendent to develop and implement processes to create accountability and effective management practices through training and standard operating procedures development.
- Successful candidate will also provide support to DCS and HR in the negotiation of the Teachers' Union Collective Bargaining and will have a thorough comprehension of the Teachers' Union CBA and NLRB regulations to ensure compliance to the current contract.

**EXPERIENCE:**

Must have three to five years successful HR management experience. Previous experience in an educational and/or Catholic institution is preferred. Previous Union/Labor Negotiations experience is preferred.

**EDUCATION/CERTIFICATIONS:**

A Bachelor's Degree is preferred. HRCI/SHRM certification is also a plus.

**PLEASE SUBMIT RESUME, COVER LETTER AND 2 REFERENCES TO:**

Vicky Salgado, Director, Office of Human Resources,  
Archdiocese of San Francisco  
E-mail: [SalgadoV@sfarchdiocese.org](mailto:SalgadoV@sfarchdiocese.org)

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.