

Manager of Human Resources

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The manager of Human Resources reports to the President and Principal.

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains employee benefits programs with the Archdiocese (health, pension, LTD, Life) and informs employees of benefits available. Responsible for all Open Enrollment periods for various insurances.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements and maintaining records.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Completes all employee investigations in consultation with the Archdiocese of San Francisco.
- Coordinates with the School Administration yearly staff evaluations.
- Represents Archbishop Riordan High School at all Human Resource Manager meetings with the Archdiocese of San Francisco.
- Maintains human resource staff by selecting, orienting, and training employees.
- Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- Maintains all files for Shield the Vulnerable
- Maintains all files for the Pull Notice Program
- Maintains all files for TB testing

The candidate must be/have:

- A practicing Catholic in good standing and must have knowledge of Catholic school structure, culture, and issues.
- Respect and understand the need for confidentiality and ethical behavior and abide by those principles.
- Knowledge of school law as it applies to the functions of this position.

- Must have a high energy level and stamina for the demands of this position.
- Education and / or Experience – Bachelor’s Degree or equivalent combination of education and experience. 3-5-year experiences. SHRM certification is also a plus.
- Language Skills – Ability to read and interpret documents such as safety rules, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups.
- Reasoning Ability- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Computer Skills- To perform this job successfully, an individual should have knowledge of Human Resource systems.

Compensation

Salary will be commensurate with experience. This position may be available on a part-time basis.

How to Apply

Please submit your resume, cover letter and two references to:

Attn: Mr. Andrew Currier, President
Archbishop Riordan High School
acurrier@riordanhs.org

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