

## **Human Resources Manager – Diocese of San Jose**

### **POSITION SUMMARY:**

In collaboration with the Chief Human Resources Officer, the Human Resources Manager is responsible for ensuring that the overall administration, coordination, and evaluation of human resources plans and programs are fulfilled for the Diocese of San Jose. In conjunction with the Chief Human Resources Officer, the Human Resources Manager is responsible for managing, overseeing, supporting, and maintaining the Diocese of San Jose's HR system. The Human Resources Manager is charged with processing employee data, generating HR-related reports, managing system upgrades, implementing any revisions of the HRIS system and communicating it to the diocesan sites, and maintaining data integrity. The Human Resources Manager supports pastors, parish and Chancery employees, and applicants by providing information and guidance regarding human resources policies and administration. Working closely with the Chief Human Resources Officer, the HR Manager is the primary HR contact for employees at the parishes and Chancery to provide HR guidance and solutions and works directly with parishes and Chancery departments on strategic and tactical projects as directed by Chief Human Resources Officer.

### **DUTIES AND RESPONSIBILITIES:**

- \* Assist in developing and implementing HRIS system for all employees, applicants and volunteers (if appropriate). Suggest changes to systems, assist with procedures and documentation, and provide appropriate training as needed.
- \* HR/Data Systems Management - own and act as the HRIS super administrator
- \* Create HRIS training and procedure manual and conduct one or more training for new HR Partners, Principals, and Pastors.
- \*Build effective reporting tools, including compliance monitoring and reporting.
- \*Provide data analysis that will help to drive business decisions
- \*Partner with Diocesan Managers to effectively and proactively use the HRIS system to serve and provide exceptional customer service
- \*Oversee the Letter of Intent and Salary Placement Document production process for elementary and secondary schools within the HRIS system
- \*Maintain a communications process which ensures that supervisors and employees will be notified and/or reminded of HRIS system changes, deadlines or personnel obligations.
- \*Oversee the HRIS systems audit process for schools and parishes, providing outreach, training and support to appropriate staff who oversee these responsibilities.
- \*Project manage all enhancements/changes to HRIS system; coordinate with other departments/locations as needed.
- \*Manage the HRIS Consultant agreements/billing.
- \*Manage the Performance Review process for The Chancery and cemeteries, and other locations upon request including HRIS set-up, training, communications.
- \*Coordinate processing with Payroll (Finance) to ensure that transactions and programs provide accurate payment and deduction for DSJ employees.
- \*Manage and process state and local minimum wage changes in the system.

- \*Conduct investigations pertaining to employee relations matters - meeting with employees, assessing situations, investigating where appropriate, and documenting all relevant information.
- \*Represent Human Resources on various committees

**REQUIRED SKILLS/ABILITIES:**

- \*Excellent verbal and written communication skills.
- \*Excellent interpersonal and customer service skills.
- \*Excellent sales and customer service skills.
- \*Excellent organizational skills and attention to detail.
- \*Excellent time management skills with a proven ability to meet deadlines.
- \*Strong analytical and problem-solving skills.
- \*Strong supervisory and leadership skills.
- \*Ability to prioritize tasks and to delegate them when appropriate.
- \*Ability to function well in a high-paced and at times stressful environment.
- \*Ability to make sound decisions after analyzing and interpreting often complex information.
- \*Ability to research, review and understand information related to personnel administration and employment law.
- \*Ability to think independently, problem-solve and take initiative

**Education and/or Experience:**

Bachelor's degree in human resources, business, psychology, education or related degree, or related work experience. Five to seven years of experience as a human resources generalist with experience in supervision. Must be self-directed and a quick learner.

**Other Requirements:**

The employee must have knowledge of Church structure and culture. Knowledge of elementary and secondary school structure and culture helpful.

**How to Apply:**

Please submit cover letter and resume to [jobs@dsj.org](mailto:jobs@dsj.org).