



DIOCESE OF JOLIET

JOB DESCRIPTION

<u>TITLE</u>	Director of Human Resources
<u>AGENCY</u>	Office of Human Resources
<u>SUPERVISOR</u>	Chief Financial Officer

JOB SUMMARY

The Director of Human Resources assists diocesan management and employees, as well as pastors, business managers, principals and parish employees with Human Resources matters and directs and coordinates effective human resource management by developing and implementing policies, programs and services that contribute to the mission of the Diocese of Joliet. The Director of Human Resources values, encourages and supports a diverse workforce while ensuring compliance with employment laws and regulations. Further, the Director of Human Resources ensures the productive recruiting, staffing and orientation of new employees while effectively handling employee relations matters.

DUTIES & RESPONSIBILITIES

- Serves as internal human resource consultant for all levels of management for the diocese and at parishes, schools and other agencies of the diocese. This includes meeting with diocesan management, pastors, principals, and other administrators to interpret policies and benefits and to resolve employment issues such as discipline, terminations and other problem situations regarding employees; and mediates grievances and resolves conflicts while always striving for just treatment for those who work for the church
- Serves as an employee liaison by answering questions, investigating and resolving employee grievances, coaching, etc.
- Develops and implements personnel policies and regulations and submits recommendations for improvements and revisions. Maintains policies and employee handbooks on-line and sends policy revisions to parishes and to the Catholic Schools Office and interprets policies for employees and management
- Works with management to maintain updated job descriptions
- Oversees the development and maintenance of diocesan employee records and files
- Facilitates the recruitment and screening of candidates to fill diocesan vacancies and works to ensure equal opportunity in hiring practices and all other aspects of employment within the diocese and assists parishes as requested to post and fill vacancies
- Directs the development and presentation of orientation and onboarding programs for new diocesan employees
- Facilitates final authorization of all new hires, terminations, transfers, promotions, salary changes and other payroll matters involving diocesan employees
- Works with the Director of Child and Youth Protection to ensure all related policies and procedures are followed for employees, and works with the Director of Child and Youth Protection and the Diocesan Attorney to ensure employee investigations are properly conducted for all complaints concerning inappropriate behavior by employees concerning minors
- Conducts Human Resources workshops and training for pastors, principals, business managers and diocesan management and employees and ensures all diocesan and parish employees go through a sexual harassment course once a year and remain current in Protecting Gods Children training
- Administers the diocesan compensation program

- Administers the performance evaluation programs for exempt and nonexempt diocesan employees and assists parishes as requested
- Oversees the handling of employee terminations for diocesan and parish employees
- Oversees all Family and Medical Leaves and other leaves of absence for the diocese, parishes and schools ensuring the proper paperwork and forms are sent as required
- Coordinates and works with the Finance Office regarding all benefit programs
- Consults with the Diocesan Attorney as needed and for all terminations and works with the Diocesan Attorney to handle any EEOC, DOL or other government complaints
- Ensures diocesan compliance with applicable local, state and federal employment regulations
- Interprets and implements current employment laws
- Supervises the Human Resources Coordinator and front office Receptionist and work activities at the front desk
- Prepares and works within an annual budget for the office
- Plans and oversees the annual service awards, employee recognition event and Christmas party
- Since this is a ministerial position, must be a practicing Roman Catholic in good standing, and must know, profess and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church, and with the mission, philosophy, objectives, and policies of the Diocese of Joliet

OTHER DUTIES & RESPONSIBILITIES

- Assists with hospitality functions such as retirement parties, employee events, etc.
- Assists with worship activities such as Mass and Adoration scheduling, etc.
- Other duties as assigned

QUALIFICATIONS

BA or BS in Human Resources Management or related business discipline, as well as specialized training in a wide range of HR disciplines, plus a minimum of 7-10 years previous top-level Human Resources Management experience in a mid to large size organization.

WORKING CONDITIONS

This is a full-time exempt position with benefits. Normal work week, Monday through Thursday 8:00 am. through 4:30 p.m. Fridays 8:00 a.m. to 1:00 p.m. As needed requires travelling to assist at parishes.

Interested candidates meeting the necessary qualifications please email a cover letter and resume to humanresources@dioceseofjoliet.org.