



HR Specialist Job Description

Summary

The HR Specialist performs a variety of Human Resources functions, serving as the primary administrator for Pastoral Center payroll, the system-wide benefits administrator for all diocesan parishes and schools, and a key HR resource for parish and school staff. Based at the Pastoral Center, this role provides essential guidance to parish and school personnel performing local payroll and HR duties while maintaining high organizational standards, meticulous attention to detail, and absolute confidentiality.

Core Responsibilities

Payroll & Compensation Administration (Pastoral Center & Parish/School Support)

- Manage bi-weekly and monthly payroll processing specifically for Pastoral Center staff.
- Process data for new hires, status changes, and pay increases for Pastoral Center employees.
- Track and manage Pastoral Center employee time off, including vacation, sick days, and holidays.
- Assist Pastoral Center employees with time entries and provide check stubs upon request with proper identification.
- Update and maintain W-4s and process employee expense reimbursements.
- Serve as a central advisory resource for parish and school personnel who process local payroll, providing support, guidance on best practices, and assistance with payroll-related inquiries.
- Ensure strict compliance with all federal and state wage and hour laws across headquarters operations.

Benefits & Retirement Administration (System-Wide: Pastoral Center, Parishes, & Schools)

- Administer and manage end-to-end insurance benefits (medical, dental, vision, life, and disability) for all eligible employees across the Pastoral Center, parishes, and schools.
- Process all new hires into benefit plans using proper documentation.
- Process mid-year qualifying life event changes and status updates for parish, school, and headquarters personnel.
- Remove terminated employees from benefit plans upon receipt of a Personnel Action Request (PAR).
- Lead and manage the annual open enrollment process system-wide.
- Update and reconcile employee contribution levels.
- Act as the primary liaison between employees/local administrators across all locations and benefit providers/third-party administrators (e.g., Christian Brothers).
- Assist employees with benefit inquiries, claims issues, and replacement ID card requests.
- Process COBRA/continuation paperwork for separating employees system-wide.

HR Support & Advisory Resource

- **Act as a helpful point of contact and subject matter expert for parish and school administrators, business managers, and secretaries who handle local HR functions.**
- Conduct new hire orientation and complete necessary onboarding paperwork for Pastoral Center staff.
- Respond to employee inquiries regarding HR policies, procedures, and benefits.
- Support the performance management process, including tracking review cycles.
- Participate in broader HR projects and administrative initiatives as needed.

Reporting & Compliance

- Prepare monthly billing and audit reports for medical, dental, vision, LTD, and Workers' Compensation providers.
- Prepare and submit quarterly pension and retirement reports.
- Maintain accurate and complete employee personnel files (digital and physical) in accordance with record retention policies.
- Assist with mandatory compliance reporting, such as EEO-1 or OSHA logs, as required.

Qualifications

Education and Experience

- Bachelor's degree in Human Resources, Business Administration, or a related field preferred.
- Minimum of 3–5 years of experience in an HR role, with a strong focus on payroll processing, multi-location benefits administration, and employee support.
- Hands-on experience with HRIS and payroll software systems required.

Skills and Competencies

- Comprehensive knowledge of payroll practices, benefits administration, and relevant federal/state employment laws.
- High proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), with advanced skills in Excel for benefits reconciliation.
- Exceptional organizational skills and rigorous attention to detail.
- Proven ability to handle confidential information with integrity, discretion, and professionalism.
- Strong verbal and written communication skills to effectively collaborate with, train, and guide parish and school personnel as well as external vendors.