

JOB DESCRIPTION

JOB TITLE: Manager of Human Resources and Benefits

JOB CODE: HRBM-E

Exempt: Yes

Supervisor: Danielle Cummings, Chancellor

Employee Name:

SUMMARY: This position is responsible for managing the human resources and benefit administration programs of the Diocese of Syracuse while providing human resources support and guidance to all parish employees and school personnel. The person oversees the HR supervisor and office manager of the Chancery. This position is 28 to 30 hours or four days week.

ESSENTIAL DUTIES AND RESPONSIBILITIES: includes the following. Other duties may be assigned.

- **Strategic Planning:**
 - a. **Work** with Diocesan management to develop policies and procedures related to employment including compensation, benefits, hiring, retention and appraisal.
 - b. **Coordinate** the bi-annual Human Resources & Benefits committee meeting and work closely with the chair of the committee. This includes completing the agenda and minutes of each meeting.
- **Recruitment and Staffing:**
 - a. **Lead** (or consult on) the recruitment and hiring process for lay employees, ensuring compliance with Church norms and legal requirements.
 - b. **Approve** all new positions and job changes for central administration.
 - c. **Conduct** and/or lead the on-boarding/orientation process.
- **Employee Relations:**
 - a. **Foster** a positive work environment through effective employee relations and conflict resolution.
 - b. **Perform** periodic review of employee handbooks, create new and/or modify existing HR policies, as required.
 - c. **Provide** support to all Diocesan locations regarding employee benefit issues
 - d. **Assist** in development and implementation of personnel policies and procedures for the Diocese of Syracuse Catholic Schools.
 - e. **Manage** employee parking, communication and assign spots as necessary. *(with team)
 - f. **Coordinate** the annual summer outing and employee Christmas party *(with team)
- **Performance Management:**
 - a. **Coordinate** and oversee the annual performance evaluation process, providing guidance and support to supervisors and employees to enhance performance and professional development.
- **Budget Management and Compensation:**
 - a. **Prepare** and manage the human resources budget, ensuring efficient use of resources and adherence to financial guidelines.
 - b. **Be** responsible for the annual completion of the following budgets (personnel, health, disability, unemployment, and purchasing).
 - c. **Manage** the Diocese employee compensation program and salary administration.
 - d. **Perform** periodic review of employee job descriptions to ensure alignment with actual duties and responsibilities performed.
 - e. **Perform** periodic reviews of compensation to ensure that updated data is considered as it relates to the local market, other not-for-profit employers, and the local economy.
- **Benefits Administration:**

- a. **Administer** employee benefit programs for approximately 900 enrollees, including health insurance, open enrollment, FSA/HSA plans, defined benefit (pension) and defined contributions (403(b)) plans, and other benefits consistent with Church doctrine, plan documents, and regulatory requirements.
 - b. In partnership with SGIA, be responsible for the retired clergy medical, dental and vision benefits programs including coordinating enrollment and answering questions.
 - c. **Manage** the administration of life insurance policies, short-term disability and leave administration.
- **Compliance:**
 - a. **Ensure** compliance with local, state, and federal employment laws as well as diocesan policies and guidelines. This includes appropriate ACA monitoring and reporting as well as various forms of leave administration.
 - b. **Be** responsible for the annual EEO filing & FSA testing.
- **Training and Development:**
 - a. **Coordinate** training for employees and managers to promote job satisfaction, employee development and enhance employee skills and competencies
- **Conflict Resolution:**
 - a. **Handle** employee grievances, disputes, and disciplinary matters in accordance with Church doctrine and applicable laws. **Consult** with diocesan attorney and/or Risk Manager on critical matters, especially where complex situations may arise.
- **Responsible for the organization of the following meetings:**
 - Quarterly All Employee Meeting *(with team)
 - Quarterly Safety Meeting
 - Biannual Parish Business Meeting *(with team)
- **Requires attendance at the following meetings:**
 - a. Safe Environment (monthly)
 - b. Department head meeting (Bi-monthly)
 - c. Weekly payroll meeting

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- **Possess** strong knowledge of employment laws, regulations, and best practices.
- **Demonstrate** proficiency in HRIS and other HR software applications
- **Possess** strong organizational and problem solving skills with ability to multi-task.
- **Demonstrate** ability to work collaboratively with diverse stakeholders and demonstrate a commitment to servant leadership.

EDUCATION AND/OR EXPERIENCE: Bachelor's degree in human resources, Business Administration, or a related field. HR certification (e.g., PHR, SPHR, SHRM -CP, SHRM-SCP) is highly desirable. Minimum of 7-10 years' progressive experience in human resources management

OTHER SKILLS AND ABILITIES:

- **Possess** excellent communication, interpersonal, and management/supervisory skills.
- **Demonstrate** ability to maintain confidentiality and handle sensitive information with discretion.
- **Possess** a sense of stewardship for the human, physical, and financial assets of the organization.
- **Be** proficient in Word and Excel.
- **Possess** strong analytical and proven ability to work effectively in a team environment with excellent problem-solving skills.
- **Demonstrate** strong attention to detail.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

Approved:

Employee

Date

Supervisor

Date