

**DIOCESE OF PENSACOLA-TALLAHASSEE  
JOB DESCRIPTION**

<b>JOB TITLE</b>	Director of Human Resources/Payroll
<b>DEPARTMENT</b>	Human Resources
<b>DATE</b>	01-2024
<b>FLSA STATUS</b>	Exempt
<b>SUPERVISED BY</b>	COO

**JOB SUMMARY**

The Director of Human Resources/Payroll is responsible for all matters pertaining to personnel management across the Diocese of Pensacola-Tallahassee and administering policies relating to all phases of human resource and employment. Working collaboratively across the Diocese, this position provides direct daily support to the Bishop and staff of the Diocesan Pastoral Center, and to the pastors, principals, and employees of entities within the Diocese on all matters involving employer/employee relationships, consistent with the teachings and tenets of the Roman Catholic Faith. Additionally, this position administers payroll, employment and benefit systems, and is the primary contact for outside entities providing employee benefit programs and services.

The mission of the Human Resources Department is to support the goals of the Diocese of Pensacola-Tallahassee by providing services that promote a productive work environment that is characterized by fair treatment of a diverse staff, open communication, personal accountability, trust, and mutual respect. Responsible for the management of all human resource programs within the diocese, the office provides guidance and assistance in the areas of employment, compensation, benefits, training, payroll, and regulatory compliance. Provides optimal solutions to workplace issues that support Catholic Church teaching.

**JOB RESPONSIBILITIES**

- Serves as an advisor to the Bishop and his staff on all aspects of Human Resources. This is accomplished by making recommendations and implementing policies, services, and programs, in keeping with direction of the Bishop. Manages all day-to-day HR operations in accordance with established policies and procedures.
- Serves as the primary Human Resources consultant for all pastors, principals and supervisors of diocesan entities. This requires an understanding both secular duties and ministerial duties, especially for ministerial position and is accomplished by providing training, coaching and hands-on assistance with personnel policies, procedures, conflict management, organizational design, hiring and termination decisions, and disciplinary actions. Develops job descriptions, HR forms, implementation of sick and vacation programs, performance appraisals and advising actions in compliance with appropriate local, state and federal employment laws and regulations.
- Ensure compliance with federal and state law and diocesan policies and consistent with the Church's teaching. This accomplished by developing, maintaining, and updating policy,

procedures, programs and materials (such as employee handbooks, job descriptions, compensation programs, performance appraisal forms, performance improvement form, and disciplinary action forms), throughout the Diocese to facilitate attainment of Diocesan goals, legal requirements and to foster a positive and Catholic mission-oriented work environment. Develops written communications on personnel issues and procedures for employees and supervisors of the Pastoral Center and all Diocesan entities. Serves as the control point for payroll on all policy, compliance, and program decisions.

- Collaborates with the Safe Environment Coordinator and Chancellor for Canonical Affairs on the direction of the Diocese' Safe Environment for the Protection of Children and Vulnerable Adults Program as it is applied and administer for those who work for and within the Church. Assists in ensuring the Diocese's compliance with the USCCB Charter for the Protection of Children and Young People and the diocesan Policy for the Protection of Children and Vulnerable Adults as it applies to lay employees.
- Manages personnel issues for the Pastoral Center, including conflict resolution, coordination of the performance appraisal process, etc. Prepares Personnel Action forms for all diocesan entities. Consults with management staff regarding employee relations issues as directed by supervisor. Addresses personnel issues for parish, schools and other diocesan entities as requested consistent with the mission of the Church.
- In collaboration with the COO, oversees communications to all diocesan employees regarding administrative issues such as hurricane preparedness, office closures, and workplace safety.

## **Recruitment**

- Recruits talent for the Pastoral Center including communicating with offices about staffing needs. This is accomplished by handling job vacancy notices, website postings, advertisements, resume collection and review, initial applicant screening and testing, interview coordination, rejection, new hire and termination letters, etc. Provides guidance and handles recruitment advertising for parish/schools as requested. Develops a system for parishes to vet employment candidates, including developing a database of resumes for parish use, in order to assist pastors and their staff in their hiring processes.
- Oversees the hiring process. This is accomplished by monitoring new hires to complete the background check process, ensuring confidentiality of information and review with the Safe Environment Office and Chancellor for Canonical Affairs with negative and/or sensitive information relating to candidates and employees. Facilitates a new hire orientation process for the Pastoral Center and provides training to parishes and schools to do the same.

## **Benefit Programs**

- Supervises Employee Benefits Administration, which includes serving as primary contact with providers, brokers, and administrators of all plans. Conducts periodic reviews of all plans to ensure compliance with the plan documents. Ensures premiums are properly calculated, collected, and paid per the terms of the contracts.
- Assists and advises all applicable diocesan locations on the short-term/long-term disability programs and Family Medical Leave Policy.
- Manages the State Unemployment reporting and reimbursement program.
- Works with the Finance & Accounting Office on applicable payroll administration.
- Oversees all communication and enrollment for annual benefit open enrollment and monthly new hire enrollment

## **Personnel Files**

- Maintains a personnel file for each employee which contains pertinent and relevant information according to labor law. Maintains separate files on I-9 forms as well as separate files for medical information. Follows record retention policies on terminated employees and litigation claims.
- Trains parishes, schools and other diocesan entities on proper maintenance of personnel files.

## **Payroll / 401K**

- Administers 401K plan. Including two annual open enrollments and year-end compliance testing.
- Processes biweekly payroll for Pastoral Center and contracted sites.

## **Other Duties and Responsibilities**

- Prepares the annual operating budget for the Human Resources Department and be fiscally accountable for all areas of responsibility.
- Makes presentations at various meetings throughout the diocese, including quarterly parish manager meetings, principal meetings, and other functions as needed.
- Maintain the Human Resource website home page and internal employee pages at the payroll site to ensure most recent forms and benefit documents are available.
- Other tasks/projects assigned or delegated by the Bishop and COO.

## **Working Conditions**

The Director of Human Resources is expected to work hours as needed and occasionally may exceed forty hours (40) per week. Although the Human Resources Office is located in the diocesan Pastoral Center in Pensacola, Florida, travel to and from entities within the geographic area of the Diocese is often required.

## **Collaborative Relationships**

- Works collaboratively on the Risk Management Team to manage workplace safety, hurricane preparedness, compliance of federal, state and county regulations on health-related matters, and other risks as they relate to personnel management.
- The Director is expected to be loyal to and supportive of the teachings and tenets of the Roman Catholic Church and the Bishop of the Diocese of Pensacola-Tallahassee. This is accomplished by serving as agent of the Church and Bishop. Favorably represents the Bishop and his vision to pastors, employees, parish leaders and other diocesan leaders and never contradicts Church teaching in word or action.

## **Qualities and Skills**

- Must fully understand the Catholic Faith, be able to quickly and easily verbalize the Church's position on matters of faith and able to integrate Gospel values in all areas of work. It requires to know, understand, and articulate the journey of the Catholic faith we are all invited to walk.

- Bachelor's degree in Business or Personnel administration, Human Resources Management, or related field. A Master's degree preferred in a related field. Coursework in personnel, psychology, organizational development, and employment law is desirable.
- PHR or SPHR certification is highly preferred. Demonstrated experience in Employee Benefit Administration.
- Candidate must successfully pass an FBI Level II Background Screening and complete Safe Environment Training prior to employment.

**Supervised by:** Chief Operating Officer

**Supervises:** Human Resources Coordinator /Payroll Clerk/Safe Environment, Human Resources Assistant, Benefit Coordinator, and Front Desk Receptionist

**Job Specifications:**

- **Skills:** Must be able to work independently and be a self starter who can identify needs and act to make and/or recommend improvements when noted. Must have ability to effectively present information to top management, public groups, and/or boards of directors. Must be able to analyze and interpret financial reports and legal documents. Must have the ability to work with and apply mathematical concepts. Must have the ability to define problems, collect data, establish facts and draw valid conclusions.
- **Personal Traits:** Must be flexible and able to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure; communicate effectively with people from all socioeconomic backgrounds; professional appearance and demeanor.
- **Environment:** Primarily an inside environment, protected from weather, but not necessarily from temperature changes. May requires travel to parishes or schools across the Diocese from Tallahassee to Pensacola, Florida.
- **Physical Demands/Traits:** Perceive characteristic of objects through the eyes; express or exchange ideas by means of the spoken word; perceive the nature of sounds by the ear; sit for prolonged periods of time; able to lift, carry, push or pull 25 lbs maximum and/or carrying of 10 lbs.
- **Religion:** Practicing Catholic preferred.