

## **Diocese of Rockville Centre**

### **Job Description**

***Title: Chief Human Resources Officer***

***Reports To: Vicar General***

#### ***Job Summary***

A member of the Senior Management Team of the Diocese of Rockville Centre with accountability for managing all functions resident within the Office of Human Resources, including, without limitation: (1) human resources related consulting support to the diocesan corporation, parishes and all diocesan related entities; (2) visionary support across the entire diocese and related entities in all areas of people/human resources related issues and needs (e.g., headcount, hiring practices, salary structures, benefit administration within a Catholic Church environment, etc.); (3) developing, implementing and actively supporting entities across the diocese in the identification and implementation of strong human resources and people related matters, policies, programs and practices; (4) providing the ongoing administration of critical and compliant benefits plans, payroll/timekeeping functions and ongoing policy issues; and (5) effectively manage, lead and support matters relating to compliance with federal, state, and local employment-related laws consistent with our enterprise's Catholic identity.

#### **Duties and Responsibilities:**

- Serves as a trusted advisor and provides strategic human resources counsel to the Diocesan Bishop and all other members of the Diocesan Senior Management Team.
- Provides effective leadership and management of the Office of Human Resources and all of the professionals aligned to the Office of Human Resources.
- Ensures a high level of support across the diocesan enterprise including all related entities as delivered by the Office of Human Resources.
- Oversees all day-to-day Human Resources functions including, but not limited to, Employment Practices, Total Rewards Offerings, Learning & Development across enterprise, Employee Relations, effective Policy Development, Succession planning and Performance Management.
- Promotes, supports, and effectively engages in a culture of Catholic identity, fidelity, and mission and leads the entire Office of Human Resources consistent with this mission.
- Provides oversight and ongoing assessment of existing programs, policies and practices and offers guidance to the Diocesan Bishop and Senior Management Team relative to the changes, refinements and evolutions related to all human resources related matters, as well as to the overall approach to human resources support across the diocese.
- May perform additional tasks assigned by the Diocesan Bishop or his delegate as required.
- Serves as the lead strategic advisor on all employment related matters and collaborates with the diocesan attorney or outside counsel (where appropriate) on employment law issues or matters and serves as a liaison with all outside employment and benefits legal advisers to the diocese and its related entities.

- Collaborates with the Department of Education and Superintendent of Schools regarding teacher personnel policies, procedures and documents and compliance with federal, state, and local guidelines.
- Supports pastors and parish staff to assist parishes to comply with federal, state, and local laws and guidelines and applicable personnel policies, procedures, and practices. As requested, assists pastors and parish staff to establish budgets for parishes and schools while strategically supporting efforts to effectively manage staff expenses.
- Assists in the development and updating of lay employee reference manuals as necessary for parishes and schools while also assisting pastors and parish leadership with the framework, design, and implementation of compliant local practices.
- Collaborates with the Director of the Office of Protection of Children & Young People in background screening logistics and processes as it relates to diocesan professional staff including, but not limited to, the provision of necessary training and support to department directors, pastors, and other Church leaders.
- Manages the budget for the Office of Human Resources and serves as the administrator for all Church plans and benefit offerings of the diocese, including but not limited to all budget, reporting, governance, and administration accountability.
- Implements and administers robust technology solutions leveraging leading edge HR practices (e.g., performance, succession planning, etc.) across the diocesan enterprise and all related entities.
- Monitors all of the following: (1) timekeeping processes, documentation of salary actions and status changes for employees of the diocese corporation; (2) all interviewing, testing and job offers and all employment terminations for the diocese corporation and as requested by related entities; (3) data collection and maintenance as related to diocesan-administered benefit offerings; and (4) the timeliness of responsiveness to benefits related plan-participant inquiries consistent with plan provisions and sound governance best practices.

**Experience, Credentials and Requirements:**

- A minimum of seven years of experience in Human Resources or a related field with progressive leadership and responsibilities anticipated, with an opportunity for candidates to provide explanations of transferrable skills/experience to support expression of interest.
- Diocesan/Archdiocesan or similar faith-based professional experience preferred with a commitment to honor, advance, and professionally support the mission and ministry of the Catholic Church through the work, service and offerings of the Diocese of Rockville Centre and its related entities.
- Practicing Roman Catholic committed to embracing, exemplifying, and promoting Church teaching. We reserve the rights and protections granted in the areas of employment practices by applicable laws and constitutional provisions to act in furtherance of our religious objectives in accordance with the teachings of the Catholic Church as contained in the Catechism of the Catholic Church and the Code of Canon Law as interpreted by the Bishop of the Diocese and his equivalent in law.