

Human Resources Manager

The Diocese of Fall River is seeking a **Human Resources Manager** to join our team at the Chancery Office in Fall River, MA. We are seeking a self-motivated and team-orientated individual of high integrity who possesses a great work ethic and is passionate about fulfilling “Christ’s work on earth!”

The Diocese of Fall River is standing on the threshold of a life-changing chapter in its 117-year history, and we are looking for someone who is driven to be an integral part of this exciting team. The Diocese of Fall River, established on March 12, 1904, serves Southeastern Massachusetts, Cape Cod and the Islands, and covers 1,194 square miles. This Catholic community is divided into five territories or deaneries; has 130 entities, such as schools, nursing homes, and cemeteries and 288,000 persons who worship in 80 parishes and 11 mission churches.

The **HR Manager** will assist in developing, implementing and administering policies, procedures and programs covering Relationship Management, Communication, Talent Acquisition, Employee Engagement and Retention, Learning and Development, Total Rewards, Organizational Effectiveness and Development, Workforce Management, Employee Relations, Technology Management, Diversity and Inclusion, Risk Management, Corporate Social Responsibility (CSR) and U.S. Employment Law and Regulations.

JOB RESPONSIBILITIES:

- Oversee the employment, compensation, training, benefit and employee services activities of the Human Resources Department.
- Ensure the new hire orientation and onboarding process properly introduces new employees to our organization’s culture.
- Manage and direct the activities and staff involved in the Insurance Office.
- Manage the process of sourcing, recruiting, screening, interviewing and selecting of all nonexempt and exempt personnel, including the reference and criminal background checks of potential new hires. Oversee and manage employment advertising, the use of search firms, development of college recruiting, direct recruiting and affirmative action programs.
- Plan, develop, direct and manage the administration of the benefit plans and programs which include medical, dental, vision, short-term disability, group life and accidental death & dismemberment, 403(b) plan, flexible spending accounts, employee assistance program, Section 125, and supplemental voluntary benefits. Evaluate current benefit plans and, if necessary, recommend changes to plan design or alternate funding approaches. Assist our insurance broker in the negotiations with insurance carriers regarding rates, services, administration and coverages.
- Plan, prepare, manage and direct the annual Open Enrollment for employee benefits including notifications to all employees, benefit meetings and the enrollment process.
- Manage and oversee the administration of the continuation of health insurance program.
- Manage and direct the activities involved in developing, implementing and maintaining compensation programs.
- Conduct and participate in Total Rewards and other various surveys to ensure competitiveness in the market and fairness to employees.
- Oversee the Performance Management Program to ensure Performance and Development Reviews are conducted timely and fairly.
- Oversee the preparation of job descriptions, the application of job evaluation plans and the administration of merit programs.
- Review Diocesan programs and investigate current trends, practices and costs.
- Manage and direct the activities in the design, administration and presentation of programs to train and develop employees at all organizational levels to meet current and anticipated organization requirements. Evaluate and select training and development resources as appropriate.
- Manage and direct the activities and staff involved in establishing and maintaining a safe and healthy work environment within the OSHA guidelines. Manage the investigation of industrial accidents and eliminate any unsafe conditions. Promote employee awareness of safety through the use of e-mail, publications, posters and seminars. Manage and direct the activities of our organization’s Safety Committee.

- Assist in analyzing, designing, developing, implementing and evaluating the security systems throughout our organization.
- Manage, develop and direct all company programs to ensure the Diocese is in compliance with federal, state and local laws.
- Ensure completion, accuracy and timely submission for all filings required by law.
- Review, update, revise and develop new hire and employment paperwork as necessary.
- Review, update, revise and develop contents in the human resources section of the organization Internet.
- Attend HR-related educational seminars and roundtable discussions as necessary to keep abreast of employment law updates, enhancements, etc.
- Manage and administer the process of dealing with and resolving all employee relations' issues as promptly as possible, while at the same time, ensuring compliance with all organization policies and procedures by applying fair and consistent treatment to all employees. Proofread, adjust, and/or develop written warnings for all managers prior to issuance while advising them through the progressive disciplinary process. Assist in managing our organization's grievance procedure.
- Manage and direct the activities and staff involved in developing, implementing and maintaining our Leave of Absence Policy while ensuring compliance with the Family and Medical Leave Act (FMLA) and other applicable laws.
- Manage and direct the Activities Committee responsible for planning all employee activities and employee services.
- Oversee and manage audits of Employee Files and all other pertinent payroll and employment records.
- Assist in the implementation of our new payroll system through Paylocity. Learn the payroll process and become a back-up resource to our Payroll Specialist. Conduct payroll audits as necessary to ensure compliance with all federal, state and local agencies.

QUALIFICATIONS:

- Bachelor's degree preferred, plus a minimum of 10 years of human resources' managerial experience.
- Strong written and verbal communication and team-building skills a must.
- Strong organizational and time management skills. Ability to multi-task.
- High level of proficiency in Microsoft Office required (Word, Excel, Outlook and PowerPoint)
- Familiarity with payroll a plus.
- Demonstrated ability to handle confidential, time-sensitive and critical matters using good judgment, tact, respect and discretion.
- Ability to anticipate needs, establish priorities, maintain confidentiality, demonstrate discretion, project a positive attitude and exercise a high level of professionalism.
- Excellent relationship-building skills with a focus on service to others. A high level of energy, creativity and humor.
- Willingness to support the mission of the Catholic Church.

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Peter Powers, SHRM-SCP, Executive Director of Human Resources and Administration. E-mail: ppowers@dioc-fr.org ; Confidential Fax: (508) 689-7920; Mail: Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720

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