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# Catholic Diocese of Columbus

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## Employment Opportunity

**Date:** November 10, 2021

**Office:** Human Resources

**Position:** Director of Human Resources

**Deadline:** Until filled

**Status:** Fulltime

**Practicing Catholic:** Preferred

**Summary of the Position:** The Catholic Diocese of Columbus, located at 197 East Gay Street, Columbus, is looking for a qualified individual to join its staff.

The Human Resources Director is responsible for personnel administration, ensuring that advice and actions comply with diocesan policies, as well as state and federal laws and regulations. These duties are handled at the Catholic Center but also functions primarily as a consultant to parishes and schools. Position routinely interacts with a wide variety of outside contacts along with all diocesan locations, Catholic Center staff, and diocesan employees.

The position is expected to use personal judgment in carrying out the duties and responsibilities of the Human Resources Office.

**Primary Behavioral Principles & Core Values:** The principles upon which the duties and responsibilities of this office should be based on the following characteristics:

- **Humble:** other-centered, cause oriented, self-aware
- **Collaborative:** fosters unity through vision and mission, enables uniformity only when necessary
- **Bold:** seeks to embrace truly new ways of doing things, embodies a healthy and appropriate tolerance for risk
- **Joyful:** thinks, talks and acts in the truth of the certainty of the Gospel of Jesus with final optimism towards the eternal
- **Active Listener:** in all things seeks to understand first, then be understood

All team members serving in the Diocesan Offices will give witness to the following in their daily service:

- **Rooted in faith:** prayerful, faithful, formed
- **Focused on relationship:** trustworthy, considerate, empathetic, good follow-up and follow through
- **Equipped to facilitate solutions:** competent, collaborative, engaging
- **Guided by proactive listening:** responsive, open to feedback, consistent
- **Animated by shared mission:** resilient, focused, passionate, joyful, bold and humble

**Qualifications and Job Responsibilities for the position:** The ideal candidate should understand the Catholic perspective, be self-motivated, take initiative, and the ability to plan and meet deadlines. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

1. Manage all day-to-day HR operations in accordance with established policies and procedures.
2. Handle recruitment for the Catholic Center, including communicating with offices about staffing needs. Tasks includes 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. Also, handle recruitment advertising for parishes/schools as requested.
3. Manage personnel issues for the Catholic Center, including conflict resolution, coordination of the performance appraisal process, etc. Work with Finance Office on applicable payroll administration. Prepare Personnel Action forms for all Pastoral Center staff. Assess and recommend annual increases for the Catholic Center. Also, handle personnel issues for parishes/schools as requested.
4. Monitor that new employees complete the background check process, ensuring confidentiality of information and review with the Safe Environment Office of background checks with negative and/or sensitive information.
5. Update policies and procedures, administering programs, including the Employee Handbook, Performance Appraisal process, benefit, and compensation programs for the Catholic Center and diocesan locations. Develop written communications on personnel issues and procedures for employees and supervisors.
6. Consult with management staff regarding employee relations issues as directed by supervisor.
7. Manage workers' compensation and unemployment programs and issues for all diocesan locations.
8. Act as a resource to parishes and schools by developing, implementing, and interpreting handbook policies and procedures. Provide job descriptions, HR forms, performance appraisals and advising actions in compliance with appropriate local, state, and federal employment laws and regulations.
9. Assist and advise all applicable diocesan locations on the short-term/long-term disability programs and Family Medical Leave Policy.
10. Make presentations at various meetings throughout the diocese, including the Annual Finance meetings, Principals Meetings, and other functions as needed.
11. Conduct organizational review and audit of parishes/schools for compliance with diocesan, federal, and state regulations as needed.
12. Maintain the HR Office website home page to ensure most recent forms and benefit documents are available. Post and remove job postings from the diocesan website as needed.
13. Utilize HRIS system to create new hire files, employee change information, and on-demand reports.

14. Plan and coordinate social events at the Center, including New Hire Breakfast and Annual Employee Recognition Luncheon.
15. Manage and complete all employment verifications for the Diocese. Manage archived diocesan employee information and material.

**Education:** A bachelor's degree is required (and a master's degree is preferred) in human resources management, organizational development, business administration or a related field or any satisfactory combination of experience and training which demonstrates the ability to perform the above described responsibilities.

**Experience:** A minimum of 5-7 years of prior HR experience is required. Proficient knowledge of human resource practices, federal and state laws and regulations is required. Knowledge of employees' benefits is required. A minimum of 2-3 years of prior workers' compensation and unemployment experience is required.

**Job Related Skills:**

1. Ability to work effectively with people at all levels of the organization.
2. Ability to be flexible and multi-task in handling unexpected situations is required.
3. Excellent oral and written communications ability, including listening skills.
4. Proven supervisory skills and the ability to coach others.
  
5. Ability to think strategically and advance the overall mission of the Diocese.
6. In-depth knowledge of human resources management and employment law.
7. Ability to maintain effectiveness in highly stressful, emotionally-charged situations.
8. Ability to exercise discretion and maintain confidentiality.
9. Knowledge and understanding of church organizations and operational procedures and/or specific experience in a complex, multi-unit nonprofit organization is preferred.
10. Proficiency with personal computer and all basic office equipment, including Microsoft Office (Microsoft Word, Microsoft Outlook, and Excel) is preferred.

**Interpersonal Skills:** Work with others in a collaborative team environment to achieve group goals; demonstrate human relationship skills when dealing with co-workers and those we serve.

**Working Environment:** Practice the highest standards of integrity, professionalism and confidentiality; organize workload, and multi-task; work under pressure and meet deadlines. The ability to maintain all information highly confidential and safeguarded. Work is performed mostly in an office setting at a computer terminal for most of the day is required. Evening and weekend work may be needed to attend meetings; occasional travel as needed is required.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course. Compensation is commensurate with candidate's experience.

We offer a full complement of benefits, including health, dental, vision, life, short & long-term disability, flexible spending account (FSA), and matching 403(b). Full time benefits are according to Diocesan policy.



**How to apply:** Send cover letter, resume, and references to:

Dominic Prunte  
Director of Human Resources  
[dprunte@columbuscatholic.org](mailto:dprunte@columbuscatholic.org)