

# Diocese of Sacramento

## JOB DESCRIPTION

<b>DEPARTMENT:</b> Office of Lay Personnel	<b>POSITION STATUS:</b> Full Time
<b>POSITION:</b> Human Resource Generalist	
<b>CATEGORY:</b> Non-Exempt	

**SUPERVISOR:** Director of Lay Personnel

### **JOB SUMMARY:**

The Human Resource Generalist is responsible for performing HR-related duties on a professional level and works closely with the Director of Lay Personnel in supporting designated geographic regions. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.

### **ESSENTIAL FUNCTIONS:**

#### **Department Administrative Functions:**

- Manage the department's telephone center and address queries accordingly.
- Greet persons coming to the department in a courteous and friendly manner, identifying their needs and refer them to the appropriate staff person.
  - Process employees' requests and provide relevant information.
- Receive, open, sort, stamp and distribute incoming mail.
- Prepare and maintain employee files for Pastoral Center staff.
  - Prepare contracts for Religious Employees and distribute to Parishes.
- Maintains human resource information system records and compiles reports from the database.
- Maintains company organization charts and the employee directory.
- Maintains departments filing needs.
- Administers the Magnificat distribution to the Pastoral Center.

#### **Staffing and Development Functions:**

- Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; writes and places advertisements.
- Post and track Job Announcements on the Diocesan website.
- Track all incoming resumes for Pastoral Center positions; coordinate all necessary communication with the candidate such as request additional material as needed and send out rejection letters at appropriate time; follow retention guidelines such as maintaining resumes electronically for two years.
- Oversee process for third party background checks.
- Facilitates or provides training (including orientation) to the workforce.
  - Prepares materials for orientation, conducts safety orientation and oversees card administration
- Assign and track completion of Anti-Sexual Harassment course for all management positions.
- Assists with monitoring the performance evaluation program and offers recommendations for items to be revised as necessary.
- Oversees workshop materials, set-up, registration and tracking.

**HR Compliance and Service Functions:**

- Administers various human resource plans and procedures for all company personnel.
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Participates in developing department goals, objectives and systems.
- Partners with employees and management to communicate various human resource policies, procedures, laws, standards and government regulations.
- Maintains compliance with federal and state regulations concerning employment.
- Responds to employee relation issues such as employee complaints.
- Handles employee relations counseling, outplacement counseling and exit interviewing.
- Conducts exit interviews, analyzes data and makes recommendations to the management team for corrective action and continuous improvement.
- Responds to Equifax claims and represents the company for any unemployment claims.

**Benefits Administrative Functions:**

- Assists Benefits Manager with administering benefits and retirement programs.
  - Offer focused support during open enrollment.
  - Offer support with Wellness Program.
  - Engaging with the pension payout processes as directed.

Performs other related duties as required and assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor degree in Human Resources, Organizational Development, Business Administration or related field.

**Experience:** Three to five years' human resource experience with performance management, administration of developmental courses, and conflict resolution.

**Skills / Knowledge:** Practicing Catholic with excellent written and verbal communication skills; ability to present material to a large audience; highly proficient in Microsoft Word, Excel, and computerized software; able to quickly establish rapport; able to work independently; is a self-starter and task oriented; able to maintain strict confidentiality; able to analyze information; possesses professional temperament and appearance; able to work and relate to a variety of personalities and cultures.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE