

# CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

**Director of Human Resources  
Diocese Saint Augustine  
11625 Old St. Augustine Road  
Jacksonville, Florida, 32258-2060  
Candidate Information**

On Sept. 8, 1565, a small band of Spaniards celebrated Mass on the shores of North Florida in preparation for starting a settlement there. They named their new home St. Augustine in honor of the saint on whose feast day they sighted land. Thus the seeds of Catholicism were first sown in what is known today as the United States and Canada.

St. Augustine is the site of the first permanent parish church – today known as the Cathedral Basilica of Saint Augustine. The famed Santa Fe Trail originated here. It was from here that Franciscan missionaries began the trek North and West to proclaim the Good News – to evangelize! It was here that the first schools and hospitals were established.

It wasn't until March 11, 1870, that Florida, east of the Apalachicola River, was designated as the Diocese of St. Augustine. The growth of the church in Florida from this Mother Diocese to six additional dioceses and more than 2 million Catholics is a significant part of the story of the Catholic Church in the United States.

Today, the Diocese of St. Augustine embraces 17 counties throughout northeast and north central Florida from the Gulf of Mexico to the Atlantic Ocean, covering 11,032 square miles, and serving more than 172,000 registered Catholics in 61 parishes and missions.

**Position Title:** Human Resources Director

**Reports To :** Chancellor, Diocese of St. Augustine

**Reporting To:** Human Resource Generalist; HR Assistant; 3 Administrative Assistants

**Position Description:**

Directs the Human Resources function for the diocese. The Office of Human Resources provides direct services to the staff of the diocese as well as consultative services and training to the parishes, schools, entities agencies, and ministries of the diocese. Supervises the HR staff. Administers personnel policies of the Diocese. Ensures compliance with federal, state and Church laws and policies.

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"At once they left their nets  
and followed Him."  
Matt 4:20



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## Primary Duties and Responsibilities:

- Responsible for oversight of all Human Resources functions of Employment, Compensation, Benefits, Training, Employee Relations, Policy Development, Organizational Design, and Performance Management.
- Supervises and evaluates, either directly or indirectly, assigned Human Resources office staff.
- Responsible for the maintenance of appropriate employment records of current and former Catholic Center employees, with due regard for confidentiality and legal requirements for release of information to third parties as well as record retention policies.
- Supports the Chancery and individual Clergy with the administration of clergy matters and benefits.
- Oversees the Diocesan housing allowance plan for retired priests.
- Ensures that the Office of Human Resources is in compliance with all federal and state legal requirements. Serves as the diocesan expert on employment law and works with diocesan attorneys on issues requiring specialized attention.
- Serves as a voting member of the Employee Review Committee.
- Ensures personnel policies support Catholic doctrine.
- Fosters creative program changes and solutions to address broad Diocesan staffing needs and benefit improvements and issues.
- Assesses the needs for policy revisions and additions and provides appropriate policy recommendations to the Chancellor and the Bishop.
- Administers the budget for the Office of Human Resources.
- Along with the Superintendent of Schools, ensures that personnel policies, procedures, and documents regarding teacher personnel are in compliance with state and federal guidelines.
- Supports pastors and their staff to ensure parishes are compliant with state and federal guidelines, as well as Diocesan personnel policies, procedures, and practices.
- Plan, implement and execute wage/salary, employee benefits and other surveys as required for personnel administration purposes.
- Understands and administers the Human Resources Information Systems (HRIS) requirements and systems.
- Negotiates insurance rates with providers.

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## Primary Duties and Responsibilities (continued)

- Leads and/or participates in the following committees: Insurance Committee, Pension Committee, Finance Committee, and Employee Review Committee.
- Plans and oversees Human Resources Audits.
- Plans and oversees new Human Resource initiatives.
- Is an advocate for all employees; in particular underrepresented employees as well as all new employees.
- Develops the Human Resources staff professionally for optimum performance.
- Develops and maintains local and national connections to aid in the performance of Human Resources responsibilities.
- Other duties as assigned.

## Experience, Skills and Abilities Requirements

### Experience

- Ten plus years of progressively responsible Human Resources Management experience.
- Previous high level benefits administration experience in Insurance and Pension programs is required.
- Previous experience in Investment management is highly desirable.

### Knowledge, skills, and abilities

- Committed, practicing Catholic in good standing with the Church.
- Excellent written and speaking communications skills.
- Proficiency in the Microsoft Office Suite as well as the ability to understand HRIS systems.
- Ability to relate to all levels of individuals, both internally and externally to the Diocese.
- Strong understanding of state and federal legislation, law and policy.

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- Ability to research and analyze complex issues and to prepare recommendations to senior management.
- Willingness to travel, work evenings and weekends, as necessary.
- Bilingual in Spanish is a plus.

## Education and Training

- A Bachelor's degree in Human Resources, Business Management or Social Sciences is required. A Master's degree in Human Resources, Business Management or Social Sciences is a plus.
- Certification in Human Resources or Benefits Administration is a plus.

**Compensation:** \$100-110K

**Expected Travel:** 15%; minimal overnight travel

**Benefits:** Comprehensive health insurance and other plan benefits available at time of interview

**Deadline for Application: September 5, 2016**

**For consideration please email: Patrick Lynch at [Pat@CatholicRecruiter.com](mailto:Pat@CatholicRecruiter.com) with resume.**

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