



DIOCESE OF STOCKTON



# DIRECTOR OF HUMAN RESOURCES

February 15, 2018

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## CLIENT BACKGROUND

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The Roman Catholic Diocese of Stockton (<https://stocktondiocese.org/>) comprises over 10,000 square miles and includes the counties of San Joaquin, Stanislaus, Calaveras, Tuolumne, Alpine and Mono. Catholics number 298,061 out of a population 1,376,940 served by 105 priests in thirty-five parishes and fourteen missions. The Diocese is diverse in terms of occupations, rural versus urban as well as ethnic populations. The largest single percentage of the Catholic population is Hispanic (60%) with great representation of Philippine, Portuguese, White and others.

The Diocese of Stockton welcomes a new Bishop. Pope Francis appointed Bishop Myron Cotta to succeed Bishop Stephen Blaire as Bishop of Stockton Bishop Cotta was born of Portuguese heritage in the Merced County community of Dos Palos on March 21, 1953. As a native son of the Central Valley he knows the area very well and in turn is well known for his pastoral leadership. He served as Vicar General in the Diocese of Fresno where he was a priest and most recently served as Auxiliary Bishop in the Diocese of Sacramento. Bishop Cotta will be installed as the sixth bishop of the Diocese on Thursday, March 15, 2018. Until that date, Bishop Blaire who reached the mandatory age of retirement, will serve as the Apostolic Administrator of the Diocese.

# Primary Duties & Responsibilities

**Position:** Director of Human Resources

**Supervisor:** Vicar General

## PURPOSE:

**The Director of Human Resources carries primary responsibility for the development and recommendation of just and effective Human Resources Policies.** The Human Resources Director also implements all policies at the Central Office, Catholic Charities and Catholic Cemeteries. The Human Resources Director serves as a professional resource for parishes, schools and agencies by providing training and consultation in human resource management.

## CONTEXT:

This position is an extension of the Bishop's Ministry. The incumbent must have a willingness and ability to support the Mission of the Universal and Local Roman Catholic Church.

## MAJOR RESPONSIBILITIES:

1. Ensures that personnel policies, procedures and practices comply with applicable federal, state and local laws regulations and are consistent with diocesan values.
2. Communicates personnel policies, procedures and serves as a resource to supervisors and staff regarding applications of policies and procedures. Incumbent regularly convenes a group of administrative representatives from all parishes, schools, and agencies to provide training, support and resources.
3. Directs the development, plan design, and implementation of various diocesan-wide insurance programs. These include medical, dental, vision, life, and short and long term disability insurance for clergy and lay employees.
4. Administers the lay pension plan. Incumbent works with actuary, attorney, and other professional consultants to assure plan is administered appropriately.
5. Manages the Workers Compensation program for all parishes schools, and agencies. Reviews claims experience, determines funding design, oversees training, and works with brokers and other professional consultants to assure plan is appropriately implemented.
6. Oversees all recruitment and selection processes for Chancery and Catholic Charities job openings to assure competent, committed and diverse work force.
7. Design and implement staff development programs, including new employee orientation and in-service opportunities to improve competencies and performance.
8. Promote effective supervision by providing training, supporting annual performance appraisal, and coaching supervisors on personnel concerns, and ensuring proper documentation of personnel actions.
9. Develops, manages, and evaluates salary systems. Incumbent develops salary plans, job grades, and job classification systems for parish, school, Chancery, Catholic Charities and Catholic cemeteries employees.

10. Coordinates the Diocesan Grievance Review Process. Incumbent interviews employees with employment concerns, consults with appropriate persons involved, facilitates meetings between aggrieved parties, and makes strategic recommendations for resolution of grievances.
11. Reviews all Risk Assessment Visit reports and Financial Audit reports from parishes and schools. Works with parishes and schools to insure that all Risk Assessment Visit recommendations are being addressed. Works with parishes to insure that all HR recommendations in the Financial Audit are being addressed.
12. Administers the Human Resources Office, setting goals and planning activities, developing and managing the department budget, supervising staff, and overseeing personnel records and providing management reports as needed.

## GENERAL RESPONSIBILITIES:

1. Collaborates with the Vicar General, and/or the Vicar for Priests to enhance the consistency and quality of designated clergy personnel policy and practice.
2. Collaborates with the Administrative Team, Executive Director and Board of Catholic Charities and Superintendent of Catholic Cemeteries to ensure consistency and quality in personnel policy and practice.
3. Maintains a current level of knowledge and skills required to effectively serve in this position. This is accomplished by participation or membership in appropriate local, regional, or national professional associations, by attending workshops or classes, by networking with diocesan colleagues, and through subscriptions to appropriate publications.

## EXPECTED QUALITIES AND QUALIFICATIONS:

1. Registered member of Catholic parish faith community.
2. Commitment to ecclesial vision and mission of Vatican II.
3. Minimum of seven years of progressive work experience in human resources administration, preferably in a non-profit organization.
4. Knowledge of federal and state laws and regulations affecting employers and employees.
5. Bachelor's degree with emphasis in human resources, or the equivalent. PHR or SPHR certification desired.
6. Excellent written, verbal and interpersonal communication skills.
7. Ability to influence and negotiate.
8. Collaborative work style marked by initiative and flexibility.
9. Strong sense of confidentiality.
10. Ability to work flexible hours.
11. Valid California Driver's license and verification of auto insurance.

# Other

<b>Benefits</b>	○	Comprehensive benefits. Details available on the Diocesan website.
<b>Compensation</b>	○	Commensurate with experience.
<b>Expected Travel</b>	○	Minimal Overnight Travel
<b>Deadline for Application</b>	○	April 15, 2018

For consideration, please email resume to:

Patrick Lynch

Managing Director

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**CATHOLIC RECRUITER ASSOCIATES**

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