



CHIEF HUMAN RESOURCE OFFICER

March 28, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The [Archdiocese of Seattle](#) is home to more than 1 million Catholics. For the last three years, Archbishop Etienne ([Bio](#)) leads the diocese, which has a diverse culture in terms of population and communities. With 174 parishes, 72 schools and 60 ministries the Archdiocese needs a professional human resources executive to insure consistent and effective human resource policy for over 5,500 employees.

Position: Chief Human Resource Officer

GENERAL SUMMARY OF ESSENTIAL PURPOSE:

The Chief Human Resources Officer is responsible for assuring the advancement and support of the archdiocese's mission of evangelization and helping people encounter Christ through the development and execution of all areas of human resources strategy, policy, and practice, including recruiting and selection, diversity initiatives, employee engagement, performance management, succession planning, training and development, HRIS implementation and analysis, benefits, compensation, and payroll. The purpose of this role is to continuously improve the strategic and operational effectiveness, efficiency, and speed of these critical functions to increase the ability to deploy services quickly and nimbly across the archdiocese. This position oversees a team of 20 employees dedicated to the provision of these services on behalf of the 5,500 employees of the Archdiocese of Seattle's chancery, parishes, schools, and agencies. The Chief Human Resources Officer is a member of the chancery's leadership team and is a critical part of chancery administration and leadership.

ESSENTIAL POSITION DUTIES:

- Assures effective stewardship of the Human Resources Department by providing leadership, coaching, and guidance to other HR leaders and team members.
- Develops HR plans and strategies that support archdiocesan mission, operations, and organizational goals. Ensures that the HR department's programs and services align with the archdiocesan and departmental mission and goals. Develop HR strategy (with complementary HR products and services) to ensure a culture within the Chancery that drives successful execution of goals leading to the achievement of the archdiocesan mission. Partners with the Office of Planning and Mission Effectiveness to develop, execute and evaluate a comprehensive engagement strategy.
- Provide visionary leadership and management of the organization's services function to include the planning, development, evaluation, implementation, and maintenance of HR policies, programs, services, and systems/technology.
- Set long-term strategic direction for the HR services functions, anticipate key trends, opportunities and vulnerabilities and position functional support to ensure that the Archdiocese's infrastructure and systems are stable and support the demands of current programs and future growth.
- Contributes and articulates the needs and plans (including organizational workforce planning needs) to the Archbishop and other members of the leadership team.
- Ensures HR policies and practices are compliant with applicable Church teaching, canon law, and local, state, and federal laws and regulations.
- Oversees the Safe Environment Program for the prevention of, reporting of and education about the tragedy of child sexual abuse. Assures that background checks are conducted for employees and volunteers. Oversees training and education programs for employees, volunteers, and children. Oversees compliance and periodic review of safe environment policies.
- Improve operational effectiveness by overseeing and developing support services, inclusive of Human Resources, Benefits and Payroll, and extending these services to be fully utilized by each archdiocesan location.
- Provide strategic leadership for the design, planning, and administration of archdiocesan priest and lay health, welfare and retirement benefits programs and plans, and assures that archdiocesan payroll is accurately processed in accord with standard operating procedures and applicable regulations.
- Serves as trustee and attends board meetings for the following plans: Priest Health Plan Board of Trustees, Priest Pension Plan Board of Trustees, Lay Pension Investment Advisory Board, and the Archdiocesan 403(b) Savings Plan. Serves on other committees, councils, and boards at the direction of the Archbishop.
- Oversees vendor management: evaluation of services, new vendor searches and requests for proposal, pricing, and contract negotiation.
- Advises archdiocesan (parish, chancery, and school) leaders and staff on sensitive personnel issues, HR policies, and employment laws and regulations.

- Serves as a key collaborator on the development and administration of significant HR initiatives, such as justice in the workplace, diversity, and inclusion.
- Collaborates with the Communications Office to oversee employee communications, including content, materials, and delivery methods.
- Oversees the review of lay and priest salary plans (at least annually) in collaboration with the Archdiocesan Finance Council's compensation subcommittee. Convenes the chancery's salary committee. Assures periodic review of the chancery's total compensation philosophy and its implementation.
- Oversees development and implementation of a comprehensive HR policy and procedure training and education process for pastors, other archdiocesan leaders, and staff. May conduct in service trainings and workshops.
- Provides consultation in complex employee relations situations. May facilitate discussions between employees and supervisors related to grievance or performance issues.
- Develops and monitors the annual operating budget for the Human Resources Department.

ESSENTIAL QUALIFICATIONS:

Primary:

- Willingness and ability to support the mission of the Church by extending the ministry of the Archbishop.
- Ability and desire to use God-given gifts and talents in service of the local Church in support of the collaboration between lay and ordained Ministers.
- Active member of a parish/faith community in good standing with the Church.

Education:

- BA in Human Resources or related field, Master's Degree in HR, or related field, preferred.
- HR certification (SPHR and/or SHRM-SCP).

Experience:

- Minimum 7-10 years of HR and/or HR Shared Services leadership experience.
- 3-5 years experience managing benefits and payroll.
- Demonstrated experience in analyzing and interpreting federal, state, and local employment law. Commitment to apply Church teaching to all facets of HR administration.
- Demonstrated experience advising other organization leaders in HR services policy and practice, workforce planning, organizational development, and employment law.
- Demonstrated experience with strategic planning, budget oversight and policy management.

Other Elements:

- Understanding of vocation and ability to develop and administer policies accordingly.
- Working knowledge of the archdiocese's organizational structure, its ministerial and pastoral work, and the current issues it faces that may affect HR and organizational strategy and operations.
- Demonstrated experience to work effectively with and support the needs of a diverse employee population.
- Excellent interpersonal communication skills, both verbal and written, with demonstrated ability to facilitate meetings, conduct oral presentations, and write policies, documents and/or reports.
- Demonstrated successful ability to enable staff to accomplish goals through collaboration, collegiality, and team organization.
- Ability to keep confidential and sensitive materials safe and secure.
- Must have access to a vehicle; possess a valid Washington State driver's license, and the ability to travel throughout the Archdiocese of Seattle.
- Bilingual/multilingual preferred.

Compensation and Benefits: Highly Competitive and comprehensive benefits with details available to candidates through Human Resources.

Application Deadline: **April 30, 2022**

(Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Brent Morton
Vice President
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

Only those selected for an interview with the search committee will be contacted.

Search managed by:

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