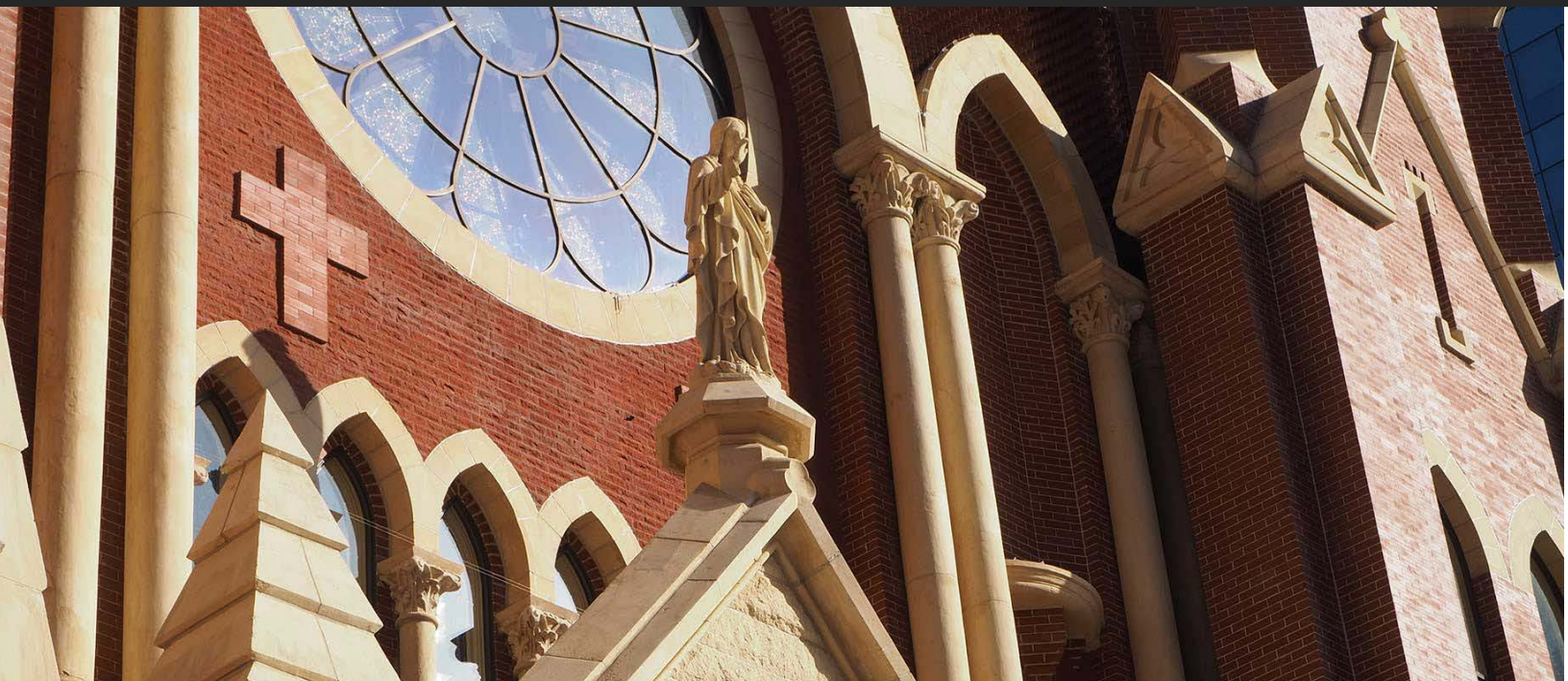




CATHOLIC DIOCESE
OF DALLAS



DIRECTOR OF HUMAN RESOURCES OPERATIONS

November 8, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Diocese of Dallas currently encompasses an area of 7,523 square miles stretched across Dallas, Collin, Ellis, Fannin, Grayson, Hunt, Kaufman, Navarro, and Rockwall Counties. Its 69 parishes and five missions serve approximately 1.2 million Catholics and a larger North Texas community of more than four million people.

The Diocese of Dallas was established in 1890 and formerly encompassed a 120,000 square mile area spreading from Texarkana to the Panhandle, and El Paso, Culbertson, and Hudspeth Counties. Over time, the Dioceses of El Paso, Lubbock, Amarillo, Tyler, and Fort Worth were carved out of the Diocese of Dallas.

The Diocese is led by [Bishop Edward J. Burns](#), the eighth bishop of the diocese.

Job Title: Director of Human Resources Operations

Reports To: Chief Human Resources Officer

Location: Dallas, TX – Catholic Center

General Summary of the Position

The purpose of this role is to provide overall hands-on HR operations oversight as well as system maintenance and project implementation/management support for all HR systems including but not limited to applicant tracking, learning and talent management, compensation/salary administration, workforce analytics, and time keeping, as appropriate. HR analytics will be developed and maintained by this individual. The role is also responsible for managing report configuration and recurring distribution as needed in addition to heavy project management.

Essential Duties and Responsibilities of the Position

- Acts as system administrator for all HR systems.
- Manages system access ensuring appropriate user access.
- Administers HR system configuration changes and data table updates.
- Review and evaluate technical and production support issues and prepares recommendations based on an in-depth knowledge of the problem, the system and the advantages and disadvantages of the alternative solutions.
- Develops and manages special projects as identified by the CHRO.
- Reviews business processes and makes recommendations for improving effectiveness, streamlining and increasing accuracy.
- Other duties as assigned.

Data Management and Reporting

- Extracts data from the HRIS system and provides on a regular or ad-hoc basis.
- Collaborates with SME's, IT and other source system partners to develop data requirements to support business rules in a variety of HR systems and assures incoming data is properly formatted and mapped to work within the receiving system.
- Configures and builds reports using system specific reporting functionality tools.
- Ensures accuracy of data in the system.

Project Management

- Manage projects including all aspects of project initiation, plan development, project execution and progress reporting (such as job description analysis, implementation of electronic performance appraisal system, implementation of applicant tracking etc.).
- Collaborates with various departments to develop and deliver reports as needed.

System Audit and Compliance Management

- Completes all required system audits.

Position Requirements

Knowledge, Skills and Abilities:

- Ability to work successfully as a member of a team and independently with moderate supervision.
- Ability to analyze, organize and prioritize work while meeting multiple deadlines.
- Skilled in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Strong skill level in the use of HRIS systems and software including Microsoft products Visio, Excel, Access, Word and PowerPoint.
- Ability to create tables, queries, and apply database concepts using desktop database and reporting tools such as MS Access etc.
- Proficient in HR systems purpose, structure, and design.
- Ability to analyze data to identify patterns, variances and trends and effectively interpret what the information means.

Education and Experience:

- Bachelor's degree required
- Master's degree preferred
- Senior HR Certification preferred (SPHR, SHRM – SCP)
- PMP Certification preferred

Minimum Specific Experience Required:

- 7 years work experience supporting HR Information Systems
- 5 years work experience with project management
- 4 years working with Relational Databases and report writing
- 4 years experience balancing and analyzing data to identify, investigate, and propose solutions to aligning technology solutions to organizational objectives
- 7 years working with database reporting systems, word processing and spreadsheet software experience (i.e., Access, Word, Excel) including writing documentation that describes installation and operating procedures

This job description is not intended to be an exhaustive list of the duties and responsibilities of the position. The duties and responsibilities of the position may be changed at the sole discretion of the Diocese of Dallas – Pastoral Center.

The Diocese of Dallas – Pastoral Center reserves the right to modify this job description without notice to the employee. This job description is not a contract and does not alter the employee's at-will employment status.

Salary: Commensurate with background, education and experience.
Application Deadline: January 31, 2022
(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

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

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

P.O. Box 967
Ridgefield, CT 06877
Phone: (203) 438-8475
info@catholicrecruiter.com
www.catholicrecruiter.com