



ROMAN CATHOLIC
DIOCESE OF FRESNO



DIRECTOR OF HUMAN RESOURCES

May 18, 2020

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Roman Catholic Diocese of Fresno ([Diocese](#)) is led by the Most Reverend Joseph V. Brennan ([Bio](#)) and serves over one million registered Catholics in 85 parishes throughout over 35,000 square miles. The Chancery organization of the diocese has 120 employees and the diocesan human resource organization supports the school and parish corporations.

DEFINITION

Under policy and administrative direction of the Bishop and the Vicar General, administers human resources programs, services, and staff for the Roman Catholic Diocese of Fresno; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Office of Human Resources is one of several pastoral and administrative support functions that assist the Bishop of the Diocese of Fresno to administer the pastoral, governing, and administrative responsibilities of the Roman Catholic Diocese of Fresno (Diocese).

Organizationally, all administrative support functions, including the chancery, formation and evangelization, finance, human resources, education, communications, properties, information technology, and facilities are assigned to the Pastoral Center, the collective diocesan governing entity. The administrators and department heads overseeing these offices/departments execute their respective duties and responsibilities as “ministers” of the Catholic Church and in concert with the Bishop’s pastoral, governing, and administrative direction.

The Office of Human Resources, headed by the Director of Human Resources, provides both centralized and decentralized administrative oversight of all human resources programs and services including employment services, recruitment and examination, labor relations, classification and pay, staff development and training, progressive discipline, discrimination complaint/resolution, workplace investigations, administration of medical leaves of absences, administration of human resources records and files, and special projects. All human resources programs and services are administered pursuant to and consistent with the teachings and doctrines of the Catholic Church and, where applicable, state and federal law.

Within this setting, the Director of Human Resources is responsible for administering all aspects of the Office of Human Resources including planning, developing, executing, and overseeing all human resources staff, programs, and services. In addition, the incumbent is responsible for developing, implementing, evaluating, and interpreting human resources policy and procedures; communicating best practices to parish pastors/administrators, school administrators, Catholic Charities administrators, and Pastoral Center office/department heads; providing conflict resolution and mediation services to parishes, schools, Catholic Charities, and Pastoral Center offices/departments; management of the human resources budget; internal and external staff development and training programs; workplace investigations; and special projects as assigned by the Bishop or the Vicar General. Since the incumbent is responsible for executing duties and responsibilities pursuant to and in accordance with the teachings and doctrines of the Catholic Church, and under the pastoral direction of the Bishop, he/she is designated a “minister” of the Catholic Church. Consequently, the incumbent must be a practicing Catholic in good standing and living within the teachings of the Catholic Church as determined by the Bishop of the Diocese of Fresno, or his designee.

MINISTRY EXEMPTION:

The job duties and responsibilities associated with this position are executed pursuant to and consistent with the teachings, doctrines, tenants, values, customs, and practices of the Roman Catholic Church. Consequently, this position is considered a Catholic faith “minister” for the Roman Catholic Diocese of Fresno.

SAMPLE OF DUTIES

The information listed below is meant to serve as samples of job duties and responsibilities for this position. This list is neither inclusive nor exclusive, but indicative of several typical duties performed on a regular and consistent basis. Consequently, this information does not necessarily reflect Essential Functions pursuant to the Americans with Disabilities Act.

1. Confers with the Bishop, the Vicar General, Pastoral Center administrators/directors, parish priests/administrators, and other diocesan administrators/managers regarding human resources programs, services, trends, policies, procedures, and best practices.
2. Plans, develops, executes, and oversees both centralized and decentralized human resources programs, services, and staff. Personally, performs the most challenging, sensitive, and critical human resources projects/assignments as directed by the Bishop or the Vicar General.
3. Ensures all human resources programs, services, and policies are administered pursuant to and consistent with the teachings and doctrines of the Catholic Church and applicable state and federal laws.
4. Sitting member of the Bishops Curia/Cabinet, Diocesan Review Board, and Sensitive Claims Committee; serves in an advisory capacity and makes recommendations accordingly.
5. Conducts studies, prepares reports, and makes recommendations regarding human resources services, programs, initiatives, trends, and challenges.
6. Administers the Diocese' classification and compensation plan, conducts studies/analysis, and makes recommendations to the Bishop and the Vicar General.
7. Develops, reviews, and modifies job descriptions; conducts classification and task analysis, and performs desk audits as required.
8. Manages the development, processing, and preservation of all human resources documents, files, and records including offer letters of employment, personnel files, classification and compensation files, discrimination complaint forms, employee grievance forms, and incoming/outgoing correspondence.
9. Manages the review and audit of human resources records and documents for both centralized and decentralized worksites.
10. Plans and conducts recruitment and examination activities; analyzes staffing requirements, employee market trends, and applicant sources; develops publicity and advertisement campaigns; evaluates applicants' employment qualifications and related application materials; and develops and administers testing/examinations, including assessment centers.
11. Serves as chief spokesperson for collective bargaining negotiations and meet-and-confer sessions with labor representatives; and administers collective bargaining agreements and "side-letter" agreements including interpreting contract provisions.
12. Administers the Diocesan discrimination complaint process, employee grievance resolution process, and other employee dispute resolution processes.

SAMPLE OF DUTIES (cont.)

13. Investigates employment related complaints; interviews complainants, witnesses, and respondents; prepares findings, conclusions, and makes recommendations as required; prepares reports; presents evidence; and makes presentations to the Bishop and the Vicar General, parish pastors/administrators, school administrators, and other Diocesan administrators/department heads.
14. Represents the Office of Human Resources and the Diocese of Fresno at various meetings, conferences, and forums, both internally and externally.
15. Conducts a variety of human resources training and development services for Pastoral Center administrators/department heads, managers, supervisors, and employees; parish pastors/administrators and their employees; school administrators and employees; and Catholic Charities administrators, managers, and supervisors.
16. Functions as diocesan advocate in hearing/meetings before various administrative review/enforcement bodies including the National Labor Relations Board; state labor commissioner hearings; and other state, federal, and local agencies.
17. Recruits, hires, develops, evaluates, and disciplines professional, technical, and administrative support staff assigned to the Office of Human Resources.
18. Prepares reports, correspondence, and statistical data; maintains confidential records and files as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Teachings, doctrines, practices, and traditions of the Roman Catholic Church.
- Organization and functional structure of the Roman Catholic Diocese of Fresno and the pastoral and administrative functions of the Pastoral Center.
- Current principles, methods, techniques, and best practices applicable to human resources administration, organization, and management.
- Current challenges, problems, and issues confronting and affecting human resources administration within the Roman Catholic Church and the Diocese of Fresno.
- Current state and federal employment laws and regulations especially as they relate to non-for-profit and religious organizations.
- State and federal case law applicable to the “ministerial exemption” affecting employees designated as “ministers” by a religious organization.
- National Labor Relations Act and case law governing the right to representation and collective bargaining process.
- Current state and federal case law applicable to the doctrine of “good-faith” bargaining.
- Current state and federal case law applicable to the doctrine of “at-will” employment.
- Current state and federal laws and regulations governing exempt and non-exempt employment status.
- Current principles, methods, techniques, and best practices applicable to the doctrine of progressive discipline.
- Current principles, methods, techniques, and best practices applicable to human resources employee handbooks.
- Current principles, methods, techniques, and best practices associated with the development of human resources policies and procedures.
- Current principles, methods, techniques, and best practices associated with the development and management of a human resources budget.
- Current principles, methods, techniques, and best practices associated with the strategic planning of a workforce and succession planning.
- Current principles, methods, techniques, and best practices associated with internal employment investigations.
- Current principles, methods, techniques, and best practices associated with employment related conflict resolution, mediation and conciliation, and arbitration (advisory and binding arbitration).
- Current principles, methods, techniques, and best practices involved in planning and executing formal analysis and studies associated with human resources programs and services.

KNOWLEDGE, SKILLS AND ABILITIES (cont.)

- Current principles, methods, techniques, and best practices associated with the implementation and management of a Human Resources Information Systems or Human Capital Management System.
- Current principles, methods, techniques, and best practices associated with job evaluations and task analysis, development of classifications specifications and job descriptions, compensation plans, and performance evaluations.
- Effective employment recruitment and outreach methods, techniques, and best practices, including the effective utilization of social media platforms to recruit and attract qualified candidates for employment.
- Effective customer service principles, methods, techniques, and best practices.
- Intermediate math including algebra and statistics.
- Effective business writing principles, methods, techniques, and best practices.

Skills/Abilities to:

- Establish and maintain strong pastoral allegiance, active loyalty, and close working relationships with the Bishop and the Vicar General.
- Understand and apply Catholic Church teachings, doctrines, practices, and traditions within a human resources setting.
- Develop, promote, and implement effective human resources programs, services, policies, and procedures.
- Apply current human resources principles, methods, techniques, and best practices within a Catholic Church setting.
- Confer with and consult with parish pastors/administrators, school administrators, Catholic Charities administrators, and Pastoral Center administrators, managers, and supervisors regarding human resources programs, services, policies, and procedures.
- Recommend, develop, and implement effective methods, initiatives, programs, and services to address human resources challenges, problems, and issues.
- Confer with and consult with Diocesan administrators/managers regarding labor relations climate, trends, and environment in preparation for labor contract negotiations, meet confer sessions, and the reconciling labor disputes.
- Recommend, develop, implement, and interpret human resources policies, procedures, methods, rules, and regulations.
- Plan, organize, coordinate, and direct the day-to-day operations and staff of the Office of Human Resources.
- Effectively recruit, hire, train, develop, evaluate, and discipline staff assigned to the Office of Human Resources.
- Effectively coordinate and conduct confidential and sensitive internal employment investigations and render findings and recommendations.

KNOWLEDGE, SKILLS AND ABILITIES (cont.)

- Deliver effective human resources programs and services in both a centralized and decentralized employment environment.
- Prepare clear, concise, grammatically correct, and comprehensive human resources correspondence, reports, abstracts, and documents.
- Research, analyze, interpret, and apply human resources information, data, facts, and statistics; makes appropriate recommendations regarding complex human resources issues, challenges, problems, and proposals.
- Research, analyze, interpret, and apply human resources policies, procedures, rules, laws, and regulations;
- Independently and effectively manage multiple assignments/projects, set priorities, and meet established deadlines.
- Analyze, prepare, and manage the Office of Human Resources budget and budget requests; confers and advises the Bishop, the Vicar General, and the Chief Financial Officer regarding labor trends and costs impacting the Pastoral Center budget.
- Communicate effectively and pastorally both writing and orally.
- Conduct human resources in-service, training, and development programs in both a centralized and decentralized human resources environment.
- Conduct media and press releases involving human resources programs, services, issues, and challenges.
- Establish and maintain effective working relationships at all organizational levels including parish pastors/administrators; school administrators; Catholic Charities administrators/managers; and Pastoral Center administrators, department heads, managers, and co-workers.
- Demonstrate and maintain a high degree of initiative, confidentiality, maturity, integrity, loyalty, and good judgment.

MINIMUM QUALIFICATIONS

- Education:** Graduation from an accredited college or university with a bachelor's degree in human resources, industrial relations, business administration, or a closely related discipline acceptable within the United States' accredited college or university system.
- Experience:** Seven (7) years of full-time, paid work experience administering, directing, or managing a full-service human resources operation, preferably with a Diocese of the Roman Catholic Church.
- Substitution:** Graduation from an accredited college or university with a master's degree in human resources, industrial relations, business administration, or a closely related discipline may be substituted for two (2) years of the required work experience.
- License:** Possession of a valid California Class "C" Driver License.
- Certification:** Society of Human Resources Management (SHRM) certification is preferred but not mandatory.
- Other:** Applicants must be practicing Catholics in good standing and living within the teachings of the Catholic Church as determined by the Bishop of the Diocese of Fresno, or his designee.

OTHER

Salary

Commensurate with background, education and experience

Application Deadline

June 15, 2020

(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

****Please include CV; Cover letter and 3-4 personal references.**

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

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

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