A CENTURY of HOPE

CATHOLIC COMMUNITY SERVICES
CATHOLIC HOUSING SERVICES

HUMAN RESOURCES TECHNOLOGY DIRECTOR

May 25, 2021

CATHOLIC RECRUITER ASSOCIATES
EXECUTIVE SEARCH • MANAGEMENT CONSULTING

BACKGROUND

Catholic Community Services of Western Washington (https://ccsww.org/) has as its stated Mission: "Rooted in Catholic Social Teaching and the Gospel imperative, Catholic Community Services and Catholic Housing Services are outreaches of the Catholic Church in Western Washington, under the leadership of the Archbishop of Seattle and the Boards of Trustees. CCS and CHS answer the Gospel call to loving and compassionate service with particular concern for the sanctity of human life from conception to natural death and the dignity of the human person. Our employees and volunteers come from many faith traditions to serve and support poor and vulnerable people through the provision of quality, integrated services and housing. Our focus is on those individuals, children, families, and communities struggling with poverty and the effects of intolerance and racism. We actively join with others to work for justice." For over 100 years, this living Gospel outreach has provided life affirming services to the marginalized population in Western Washington.

Position Title: Human Resources Technology Director

Reports to: Vice President, Human Resources-CCSWW

Department: Human Resources-CCSWW

Status: Full Time – Exempt

POSITION DESCRIPTION

This position plays a key role in determining the overall CCSWW HR Technology strategy by leading ongoing HR Technology operations. As a member of the HR Leadership Team of CCSWW, this position ensures programs and initiatives are in line with strategic priorities, with a focus on improving employee engagement. The Technology Director provides expertise and insight to support strategic initiatives and insures the HRIS roadmap aligns with HR objectives. This position is instrumental in ensuring consistency, compliance and standardization for various aspects of HR staff and companywide employees.

SUMMARY OF DUTIES AND RESPONSIBILITIES

Vision, Strategy, Planning and Execution

This position plays a key role in the vision, strategy, planning and execution of HR technology initiatives that promote efficiencies and enhanced productivity resulting in effective HR service delivery.

- Identifies opportunities for continuous improvement, solutions and system enhancements of service delivery using technology.
- Directs and oversees the development and implementation of HRIS business solutions in collaboration with solution vendors, including data transfers between Carrier Connections by ADP and various benefit providers.
- Executes upgrades and then monitors and audits employee data to ensure integrity and security.

Leadership

As a member of the HR Leadership Team, this position will oversee all HR technologies and systems.

- Leads all new HR data projects including system changes and implementation of new software
- Leads HR team efforts on large scale projects which span multiple HR functions, including
  - Online Benefits Management
  - The Manager Self Service platform
  - 1raThe Employee Self Service platform
  - The organization-wide training module Moodle
  - HR Dashboards
  - ADP
  - EV5
- Leads the HRIS strategy through collaboration with HR Senior Leadership, local HRIS staff, IT Project Managers, IT Technical Support and outside implementation partners, as applicable.

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- Leads a team of HR Professionals that monitors and audits HR data to ensure integrity and security (Data Governance).
- Identifies areas and oversees projects with an "in house" Data Architect to transfer data between systems and realize efficiencies.

Service Delivery

The HR Technology Director plays a critical role in all service delivery to employees.

- Oversees all aspects of HRIS administration, including new user security, database maintenance and troubleshooting.
- Oversees the system reporting of all HR tools, including the data warehouse.
- Leads the planning and deployment of system upgrades, including the scheduling of key activities and communication of system downtimes to appropriate parties.
- Establishes partnerships with 3rd party vendors to ensure effective service delivery.
- Develops and maintains awareness of HR data security and compliance with policies and procedures, to include educating and updating HR staff on the latest security threats.
- Researches and provides recommendations to leadership on new technologies that could be utilized to improve service center effectiveness and the employee experience.
- Coordinates with the Service Management Team to develop and implement business continuality plans for all HR systems

Technology

The HR Technology Director oversees, manages, and interacts with a variety of HR systems including but not limited to the following platforms.

- Manager Self Service/Employee Self Service
  - Implements and oversees the Manager Self Service system where managers have access to Personal Data and the ability to initiate their own transactions, and the Employee Self Service system where employees have access to their data on MyADP
    - Update my ADP with articles and images that are relevant to employees
- Moodle
  - Assist the HR Training Coordinators with issues on this training platform, including user enrollment and course creation.
  - Upload course content developed by other staff members, including videos, PowerPoints, quizzes and images.
- Ev5
  - Manage HR Staff tasked with updating EV5 and troubleshoot issues
  - Create and update job codes, department codes, add new practitioners, custom fields, etc.

System wide Report Writing and Data Updating

This position is the key developer of system wide reports and must have full knowledge of all HR Databases and report writing functions.

- Develops and analyzes reports from HR systems involving employee data including but not limited to: Affordable Care Act enrollment, Highly Compensated Testing (Non-Discrimination Testing), Catholic Charities Survey, EEO and Affirmative Action, Benefit Census Data ,OSHA ,Capwiz (advocacy alerts), ad hoc Salary Analysis reports, 403b, Pension Contributions and Eligibility, Training.
- Executes all mass pay changes in HRIS database.
- Executes all benefit premium changes in HRIS database.
- Identifies and either escalates project risks and issues, or resolves them.
- Develops and submits employee benefit enrollment data for Affordable Care Act to 3rd party administrator.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in business, information systems or related field.
2. Demonstrated expertise in HR shared services technology.
3. Functional knowledge of HR employment federal, state and local laws.
4. Strong hands-on HRIS knowledge, ADP preferred. Minimum of 8 years as chief administrator of a complex and large HRMS, preferably an ADP product. Must have strong command of MS Office, particularly Excel and Access.
5. Risk Mitigation: Proactively monitors risk and appropriately escalates intervention with key leadership and HR staff.
6. Strong project management skills; ability to lead projects, motivate teams, and drive execution to achieve results.
7. Skills in cross-functional stakeholder management and effective communication across all levels of an organization.
8. Experience with multiple systems including HRIS, Applicant Tracking, and Learning Management.
9. Strong verbal and written communication skills
10. Must be able to build relationships, proactively and collaboratively work with external parties, as well as key internal staff [HR, Payroll, and Accounting] and end users to achieve positive and productive results.
11. Excellent critical thinking and evaluative skills in dealing with large amounts of data within a complex environment.
12. Ability to conceive and write reports, using creativity and analytical thinking, pulling relevant data to produce information necessary for decision making.
13. Excellent time management and organizational skills and proven attention to detail. Must be able to work independently, and under pressure and tight time lines in producing reports with required deadlines.

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14. Must assure and maintain strict confidentiality of data and information contained in the various databases position is accountable for.
15. Commitment to Mission of CCSWW and will uphold values.

COMPENSATION AND BENEFITS

Highly competitive with comprehensive benefit package

Application Deadline: **July 15, 2021** (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:

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