

Human Resources Department  
Archdiocese of San Francisco

Position: Human Resources Manager  
FLSA Status: Full time exempt

#### Essential Functions

The Human Resources Manager will be responsible for working with the Director of HR and the Human Resources Manager for DCS to provide HR support to the Parishes, Schools, Cemeteries and the Seminary, while supporting Catholic values.

He/she will work with the locations to provide guidance as it relates to employment law to include city, county, state and federal regulations, as well as, ADSF policies and procedures.

He/she will also be responsible for effectively developing and managing the Archdiocesan employee training programs to ensure regulatory compliance with city, county, state and federal employment law in areas of harassment prevention, hiring and termination practices, wage and hour, safety and performance management. He/she will also oversee training in the areas of customer service and leadership while ensuring alignment with Catholic teachings.

He/she will also be responsible for ensuring the Archdiocesan Handbook is effectively maintained, up to date and in compliance with all city, state and federal regulations and Archdiocesan policies and procedures.

He/she will also be responsible for the oversight of the Archdiocesan compensation and performance management program while ensuring compliance with all county, state and federal wage and hour regulations. This will include leading the parish pay guideline process and the development of a new performance evaluation process for the Archdiocese.

This individual will also conduct thorough employee relations investigations, in conjunction with the Dir. of HR and General Counsel in cases of harassment, discrimination, management practices, record compliance and performance management.

He/she will also work with the Dir. of HR to develop and implement processes to create accountability and effective management practices through training and standard operating procedures development.

#### Experience

Must have 7 – 10 years successful HR management experience. Areas of expertise would include: employment law, wage and hour, non-discrimination, performance management and OSHA regulations. Previous experience in an educational and/or Catholic institution is preferred. Extensive training and presentation skills experience is required. Must also have strong Excel and PowerPoint Presentation skills. Previous ADP Workforce Now experience is preferred.

#### Education/Certifications

A Bachelor's Degree in preferred. HRCI/SHRM certification is preferred