



DIocese OF GREAT FALLS - BILLINGS

P.O. Box 1399 * Great Falls, Montana 59403 * (406) 727-6683

www.diocesegfb.org

Job Title: Director of Human Resources
Department: Human Resources
Reports To: Chief Operating Officer
FLSA Status: Exempt

Prepared By: Aubrey Rearden
Prepared Date: May 2024
Approved By: Bishop Jeffrey Fleming
Approved Date: June 2024

Purpose of Position: Manages human resources activities for Diocesan religious and lay staff in a professional, ethical, efficient, and organized manner, including employment, compensation, benefits, and employee relations. Works directly with pastors, principals, business managers, and parish/school HR personnel to ensure policies comply with federal, state, and local laws and regulations, as well as Diocesan policies and procedures. Works with brokers, consultants, vendors, and legal counsel to manage benefits, employment, safety and Safe Environment compliance and wellness programs. The Director is responsible for the management and supervision of the the Payroll and Compliance Specialist.

Essential Duties & Responsibilities:

- Develops, recommends, and administers human resource policies, programs, and procedures throughout the Diocese in a consistent manner.
- Manages Diocesan benefit programs. Seeks out and implements new benefits and programs as necessary and appropriate. Manages clergy benefit.
- Handles labor and employee relations issues, assisting supervisors and pastors in identifying present and future human resource needs and developing strategies to meet them. Works with Diocesan personnel attorney and Catholic Mutual for involuntary terminations.
- Consults with Catholic Schools to resolve human resources issues relating to school staff, working closely with the Catholic School Liaison and local human resource personnel.
- Provides training and technical assistance to Diocesan supervisors for conducting all human resource activities, including hiring, training, orientation, employee relations, performance management, disciplinary procedures, and other methods to coach and instruct staff of their responsibilities and Diocesan expectations.
- Proposes, publishes, and administers personnel policies, interpreting handbook policies and acting as a resource for supervisors and employees in dispute resolution or grievance procedures. Responsible updates and compliance for Diocesan and Parish handbooks.
- Controls personnel transactions and reports personnel data, maintaining all human resource records for the Pastoral Center, including personnel and benefits files. Completes and maintains Diocesan forms and manuals/handbooks, confidential records, and other various materials, ensuring accessibility and retrieval of all information.
- Responsible for Worker's Compensation reporting procedures. Must review all "First Reports".
- Responsible for Risk Management working with multi-peril carrier (Catholic Mutual) in relation to Human Resource issues.
- Coordinates workplace safety awareness and education throughout the Diocese, in conjunction with Montana State Fund.
- Coordinates Reta wellness programs awareness and general wellness education throughout the Diocese of Great Falls-Billings, in conjunction with March McLennan Agency client executive.
- Oversees payroll specialist, providing guidance on payroll and benefits set-up, troubleshooting issues, coordinating systems and processes, and approving payroll for appropriate entities.
- Oversees payroll and benefits compliance activities, including ACA reporting, workers compensation payroll reports, BLS workplace injury reports, etc.
- Coordinates and manages onboarding for new employees at the Pastoral Center, including hiring, orientation, and training. Assist parishes in the same manner.
- Other duties as assigned.

Safe Environment –

- Oversees administration of Safe Environment training and initial background checks for new employees/volunteers.
- Oversees follow-up for compliance with monthly bulletins and parish, diocesan entity communication regarding any out-of-compliance employees/volunteers.
- Meets with the Independent Review Board and is resource to this group.
- Creates reports upon request of the Independent Review Board as necessary.
- Responsible for administration of monitoring Diocesan Safe Environment employee/volunteer compliance and retaining accurate verifying records.
- Develops and distributes Safe Environment resources and materials for parishes, schools, and ministries, assisting them with implementing all safe environment policies and practices in their location.
- Collects, assembles, and prepares audit materials for the data collection process for the USCCB Charter Audit. This is a yearly audit.
- Prepares all materials for the USCCB on-site Safe Environment audit, which occurs every three years.

Leader Competencies:

Budgets/Cost Control

Plans for and uses resources efficiently, always looks for ways to reduce costs, creates accurate and realistic budgets, tracks and adjusts budgets, contributes to budget planning.

Communication

Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.

Decision Making/Judgment

Recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus whenever possible, communicates decisions to others.

Hiring

Defines position requirements and necessary skills, recruits large applicant pool, prepares for, and conducts good interviews, values both experience and potential, selects appropriate candidates, builds teams with complementary skills, promotes diversity in hiring.

Managing for Results

Sets challenging and productive goals for team, keeps team accountable for actions, provides leadership and motivation, provides resources and support, and uses checkpoints and data to track progress, sets up systems and processes to measure results.

Managing Performance

Applies clear/consistent performance standards, handles performance problems decisively and objectively, is direct but tactful, provides guidance and assistance to improve performance.

Planning

Develops realistic plans, sets goals, aligns plans with diocesan goals, plans for and manages resources, creates contingency plans, coordinates/cooperates with others.

Team Leadership

Anticipates and resolves conflicts, turns team diversity into an advantage, uses unique team talents, defines processes and goals, works for consensus.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Minimum Requirements:

- Bachelor's degree in management, accounting, or business administration, or equivalent education/experience.
- Safe Environment Training & Background Check completed <https://greatfalls.cmgconnect.org>
- Practicing Roman Catholic in good standing

Desired Requirements:

- CPA, PHR, or SHRM Certified Professional (SHRM-CP) certification or similar credential.
- Proven experience in property and casualty insurance, health insurance, human resource and/or related fields; knowledge of current federal and state laws and regulations in the human resources field.
- Management and leadership experience.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- This position functions in an office environment with many interruptions. The noise level in the work environment is usually moderate.
- Travel is required to visit most parishes and individuals, and to carry out programmed events and can be extensive.

Direct Reports:

Responsible for the supervision, performance, and evaluation of the following:

- Payroll/Compliance Specialist
- Safe Environment Coordinator
- Welcome and Reception Specialist

Other Considerations

- The position can expect an evaluation in the first six months of employment by the appropriate line of organizational relationship, with an annual evaluation thereafter.
- Salary considerations will be commensurate with education and experience.
- The employee understands and agrees that employment for the Diocese of Great Falls – Billings and any Diocesan entity is contingent on compliance with the Diocesan safe environment policies, procedures, and requirements.

The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The Diocese of Great Falls-Billings reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

I am able to perform the essential functions of this position with/without accommodations.

Employee Signature: _____ Date: _____