

Diocese of Toledo
HUMAN RESOURCES GENERALIST

The Diocese of Toledo is searching for a Human Resources Generalist to provide high quality, front-line human resource support and guidance to Pastoral Center employees and diocesan parishes, schools and affiliated organizations, delivering expertise and best practices in hiring, compensation, benefits, policy implementation, change management, conflict resolution, discipline, and compliance with all employment laws and diocesan policy. The Human Resources Generalist also assists Director of Human Resources with benefits administration, unemployment, and workers' compensation administration.

Primary duties include:

- Provides full-cycle recruitment for the Pastoral Center, including creating job descriptions, developing and executing recruiting plans, resume collection and review, initial applicant screening and interview coordination, and new hire on-boarding. Advises diocesan parishes, schools and affiliated organizations on similar recruiting processes.
- Assists the Director of Human Resources in updating policies and procedures and administering human resources programs. Develops written communications on personnel issues and procedures for employees and supervisors.
- Provides advice and counsel to parish/school leadership (i.e. pastors, business managers, principals) to support them in all areas of human resources, to include ongoing human resource management best practices and training.
- Acts as a resource to parishes, schools and Pastoral Center supervisors by interpreting handbook policies and procedures and advising actions in compliance with appropriate local, state, and federal employment laws and regulations.
- Serves as backup for the Director of Human Resources in the areas of personnel and employee relations issues at the Pastoral Center, parishes, schools and affiliated organizations.
- Serves as Family and Medical Leave Act Administrator. Provides advice and counsel to diocesan entities in their administration of FMLA and specific case issues.
- Assists Director of Human Resources to oversee unemployment cases for the Pastoral Center and all locations, functioning as liaison with the third-party unemployment administrator and advising parishes/schools on appropriate action.
- Works with the Director of Human Resources to coordinate training sessions/workshops/programs to disseminate information throughout the diocese. May be asked to make training presentations at various meetings throughout the diocese as needed.
- Creates, maintains, and monitors multiple databases to manage information as needed. Provides accurate, timely, and confidential recordkeeping of employee information.
- Serves as a backup to the Payroll Associate, and maintains working knowledge of payroll system in order to serve as a resource to parish/schools.

- Provides guidance and assistance to schools, parishes, and employees in matters related to employee benefits, to include accurate answers to questions in the areas of enrollment questions, and policy matters. Oversees day-to-day use of online benefit administration platform, serving as contact person for location administrators.
- Assists the Director of Human Resources with administration of diocesan Workers' Compensation program.

Candidates for the position must possess:

- Bachelor's Degree in Business Administration, Human Resource Management, or a field closely related to the major duties and responsibilities of this position.
- At least three (3) years of professional human resources experience in an HR Generalist or similar role. PHR, SHRM-CP or other relevant certification is preferred.
- Must have a solid knowledge of local, state and federal employment laws.
- Must have the ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith.
- Must have the ability to develop and maintain positive relationships with employees at all levels. Ability to face situations firmly, courteously, tactfully, and with respect for the rights of others.
- Commitment to being a student of HR Management; constantly learning about HR techniques, philosophies, disciplines, trends, and most importantly, staying informed of all employment laws and the changes in these laws.
- Exercises considerable independence and judgment with a high level of confidentiality.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Performs work at a high level of accuracy and attention to detail.
- Strong interpersonal, written, and verbal communication skills, including ability to produce clear, concise reports and recommendations and make presentations to varied groups.

Qualified candidates please submit cover letter, resume and salary expectations to: Meghan Reed, Director of Human Resources, humanresources@toledodiocese.org.