



Director of Human Resources

Christian Brothers High School in Sacramento, California invites applications for the Human Resources Director position with a strong passion for people and culture. Reporting to the President, the Human Resources Director is responsible for the direction, planning, and implementation of human resources functions and activities. This person serves as the community's liaison and go-to resource for a broad range of Human Resources needs including: Employee Relations, Employee Benefits, Staffing, Compliance, and the administration of related Human Resources programs. A significant role of this position is to have a pulse of the organizational climate to develop recommendations/programs to attract and retain colleagues, as well as maintain, support, and enhance the diversity of the community. This involves managing employee relations matters, including advocating and coaching/advising the appropriate parties as appropriate. The successful candidate will not only maintain a strategic role but will also be required to be "hands-on" in completing administrative tasks. Working at Christian Brothers High School requires a commitment to the mission and values of the school.

Essential Responsibilities

- Oversees the employment process for all open positions. This includes developing and overseeing best practices which foster attracting and hiring individuals who reflect the diversity of the community we serve.
- Oversee employee relations by addressing employee concerns to encourage a supportive atmosphere in the workplace, bring resolution for complaints while protecting all interested of all parties.
- Reviews and updates as appropriate the Employee Handbook/HR related policies and forms.
- Oversees and participates in the on-boarding and exit process for all new and exiting employees.
- Plans and coordinates the annual performance and compensation review process for Staff positions. This includes participating in, or obtaining, relevant salary surveys and benchmarking studies as appropriate and making related recommendations.
- Oversees the school's benefits program as well as identifies new potential benefits. This includes but is not limited to managing the annual renewal and working with the CFO on benchmarking to ensure that the school continues to provide a high quality and competitive overall benefits program, while being fiscally responsible.
- Actively manages and leads the administration of the school's 403(b) retirement savings plan, which includes employee education, report generation, compliance monitoring, and assisting with the annual plan audit.
- Updates the Employee Handbook as appropriate, which includes researching and advising the school's leadership team relative to best practices and relevant guidelines.
- Manages employee relations and the development of employee and manager training programs through administering policies that provide a safe, respectful, and supportive workplace.
- Ensures the organization complies with all applicable laws/regulations, pro-actively identifies any employment law changes, and advises management as appropriate.
- Oversees and maintains all employment related data and classification with the various HRIS systems that the school uses, such as Paychex, Vanguard and other benefit/employee related sites.
- Is responsible for accurate and timely HR reporting (internal and external/statutory) and that benefit related bills are accurate, processed promptly and reconciled on a regular and/or as needed basis.
- Manages the organization's Accident Prevention Program and oversees/administers the workers' compensation claim and annual audit process.

- Manages the internal human resources web portal utilizing WordPress.

Minimum Qualifications/Skills

- 8 – 10 Years of Experience in Human Resources or Employee Relations or a combination of both with full Generalist Experience (the function, not the role).
- Bachelor's degree from an accredited college/university
- Demonstrated understanding and knowledge of employment laws /regulations, and all other functional areas (e.g., employment, benefits, employee relations)
- Demonstrated knowledge and ability to administer benefit programs
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with colleagues at all levels. This includes the ability to de-escalate circumstances when needed.
- Excellent listening skills, including the ability to discern information and operate with objectivity, discretion, and confidentiality
- Strong working knowledge and proficiency with Microsoft Office applications and all other applicable software programs (e.g., Paychex Flex, Sharepoint, WordPress, etc.)
- Self-directed with proven ability to assume responsibility, work independently, creatively solve problems, and move work/projects to completion with minimal supervision
- Demonstrated acute attention to detail in performing job functions
- Ability to prioritize and complete tasks/assignments/projects within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Prior supervision of payroll and the ability to delegate as needed.

Preferred Qualifications

- Experience working in an academic environment
- Master's degree in a related field
- SHRM or Advanced Certification
- Strong Paychex experience
- Diversity, Equity and Inclusion experience

Physical Requirements

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to travel safely and comfortably around our campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material, on a computer screen, and/or on a mobile device/laptop for extended periods of time

General Information

- This position is classified as a Regular Full-Time Exempt position; employees in exempt positions are expected to work as many hours as their job responsibilities require, which could include evenings and weekends
- This position supervises the Payroll Coordinator position
- This position is eligible for medical, dental, vision and retirement benefits.

Interested applicants should submit a cover letter and resume to:

hr@cbhs-sacramento.org

or

Christian Brothers High School
Attn. Human Resources
4315 Martin Luther King Jr., Blvd.
Sacramento, CA 95820

(Applications will be received until a qualified applicant is selected.)