



# Christian Brothers High School

## Job Description

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Job Title: **Employee Relations Manager**  
Reports to: Chief Financial Officer  
Status: Full-time FLSA Status: Exempt  
Salary Range: \$65,000 to \$90,000 DOE

### **The Mission of Christian Brothers**

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

### **Summary of Position:**

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, Recruiting 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 by leading the Diversity, Equity, Inclusive, and Belonging (DEIB) efforts. 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 school's mission and values.

### **General Duties:**

#### Employee Relations

1. Oversee employee relations by attending to employee concerns while fostering a supportive atmosphere in the workplace and bringing resolution to concerns while protecting all parties interests.
2. Manages employee relations and the development of employee and manager training programs geared toward providing a safe, respectful, and supportive workplace.
3. Ensure the organization complies with all applicable laws/regulations, proactively identifies employment law changes, and advises management as appropriate.
4. Oversees and maintains all employment-related data and classification with the various HRIS systems that the school uses, such as Paycom (HRIS), Vanguard, and other benefits/employee-related sites.

#### Benefits

1. 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.
2. Actively manages 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.
3. Responsible for accurate and timely HR reporting (internal and external/statutory) and that benefit-related bills are accurate, processed promptly, and reconciled regularly and/or as needed.
4. Manages the internal human resources web portal utilizing WordPress.

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**"The Place to Be."**



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### Recruiting

1. Oversee the employment process for all open positions. This includes developing and managing best practices that foster attracting and hiring individuals who reflect the diversity of the community we serve.
2. Utilize Paycom as a recruiting tool.
3. Oversee and participate in the onboarding and exit process for all new and exiting employees.
4. Plan 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.

### Other

1. Lead the CBHS DEIB meetings, activities, publications, and community awareness efforts.
2. Update the Employee Handbook as appropriate, which includes researching and advising the school's leadership team relative to best practices and relevant guidelines.
3. Manage the Accident Prevention Program and oversee/administer the workers' compensation claim and annual audit process.
4. Manage all legally mandated protected Leave of Absence programs: FMLA, PDL, ADA, and CFRA.
5. Strong experience with Paycom Payroll Software preferred will be a backup for the payroll clerk.

### **Minimum Qualifications/Skills**

1. 4 to 6 Years of Experience in Human Resources or Employee Relations or a combination of both with full Generalist Experience (the function, not the role).
2. Demonstrated understanding and knowledge of employment laws /regulations, and all other functional areas (e.g., employment, benefits, employee relations)
3. Knowledge of HRIS (Paycom) programs (Applicant Tracking, Benefits Administration, Talent Management, Learning, Personal Action Forms, and Performance Management applications).
4. Demonstrated knowledge and ability to administer benefit programs.
5. Excellent verbal and written communication skills, including expressing oneself clearly and concisely and successfully interacting with colleagues at all levels. This includes the ability to de-escalate circumstances when needed.
6. Excellent listening skills, including the ability to discern information and operate with objectivity, discretion, and confidentiality
7. Strong working knowledge and proficiency with Microsoft Office applications and other applicable software programs (e.g., Sharepoint, WordPress, etc.)
8. Self-directed with proven ability to assume responsibility, work independently, creatively solve problems, and move work/projects to completion with minimal supervision
9. Demonstrated acute attention to detail in performing job functions
10. Ability to prioritize and complete tasks/assignments/projects within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously.
11. 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
12. This position is eligible for medical, dental, vision, and retirement benefits.

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### Education and Experience

1. Experience working in an academic environment
2. Bachelor's degree in a related field
3. SHRM or Advanced Certification (preferred)
4. Strong Paycom experience
5. Diversity, Equity, and Inclusion experience
6. Strong knowledge of Microsoft platform: Outlook, Teams, Sharepoint, WORD, and Powerpoint)

### Physical Requirements

1. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
2. Ability to grasp, push, and/or pull objects
3. Ability to reach overhead
4. Ability to lift up to 25 lbs.
5. Ability to operate a computer
6. Ability to process written, visual, and/or verbal information
7. Ability to operate basic office equipment and tools: PC, fax machine, telephone, calculator, copier, and printer.

Qualified individuals must perform the position's essential duties with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. Christian Brothers High School will attempt to satisfy requests as long as the accommodation would not result in undue hardship.

Those interested should submit a resume and cover letter to [hr@cbhs-sacramento.org](mailto:hr@cbhs-sacramento.org). Along with your submission in the subject line, please list the title of the position you are interested in applying. This position is open until filled.

***Please note: COVID-19 vaccinations will be required as a condition of employment for all CBHS faculty and staff.***

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***This document neither constitutes an offer of employment nor acts as terms and conditions of employment.***

Christian Brothers High School is an Equal Employment Opportunity Employer.  
Minorities/Women/Veterans/People with Disabilities.

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