

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT: Catholic Funeral and Cemetery Services (CFCS)**

**POSITION STATUS: Full Time**

**POSITION: Human Resource Generalist**

**CATEGORY: Non-Exempt**

**SUPERVISOR: Directly reports to CFO of CFCS and indirectly reports to Director of Lay Personnel**

### **JOB SUMMARY:**

The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with senior HR management in supporting Catholic Funeral and Cemetery Services (CFCS). This position carries out responsibilities in the following functional areas: benefits administration, payroll, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.

### **ESSENTIAL FUNCTIONS:**

- Administers various human resource plans and procedures for all company personnel.
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the services performed.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Participates in developing goals, objectives and systems.
- Partners with employees and management to communicate various human resource policies, procedures, laws, standards and government regulations.
- Maintains compliance with federal and state regulations concerning employment.
- Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; writes and places advertisements.
- Compile and record employee time and payroll data. May compute employees' time worked, production and commissions. May compute and post wages and deductions or prepare paychecks.
  - Compile payroll data such as garnishments, vacation time, insurance and 403(b) deductions.
  - Poll electronic time clocks (uAttend software) and review the downloaded information for completeness and accuracy.
  - Contact various department supervisors for any missed times.
  - Process semi-monthly transfer of payroll data to ADP.
  - Compile internal management reports from payroll system software.
- Post and track Job Announcements on the Diocesan website.
- Track all incoming resumes for CFCS positions; coordinate all necessary communication with the candidate such as request additional material as needed and send out rejection letters at appropriate time; follow retention guidelines such as maintaining resumes electronically for two years.
- Oversee process for third party background checks.
- Prepare and maintain employee files for CFCS staff. Maintains filing for HR items.
- Maintains human resource information system records and compiles reports from the database.

- Maintains company organization charts and the employee directory.
- Facilitates or provides training (including orientation) to the workforce.
  - Prepares materials for orientation and conducts safety orientation
- Assign and track completion of Anti-Sexual Harassment course for all positions.
- Responds to employee relation issues such as employee complaints.
- Handles employee relations counseling, outplacement counseling and exit interviewing.
- Assists with monitoring the performance evaluation program and offers recommendations for items to be revised as necessary.
- Conducts exit interviews, analyzes data and makes recommendations to the management team for corrective action and continuous improvement.
- Responds to Equifax claims and represents the company for any unemployment claims.
- Provide support to departments and manage queries accordingly.
- Performs other related duties as required and assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor degree in Human Resources, Organizational Development, Business Administration or related field.

**Experience:** Three to five years' human resource experience with performance management, administration of developmental courses, and conflict resolution.

**Skills / Knowledge:** Practicing Catholic with excellent written and verbal communication skills; ability to present material to a large audience; highly proficient in Microsoft Word, Excel, and computerized software; able to quickly establish rapport; able to work independently; is a self-starter and task oriented; able to maintain strict confidentiality; able to analyze information; possesses professional temperament and appearance; able to work and relate to a variety of personalities and cultures.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE