



More Than Just a Job, We Offer an Opportunity to Grow Spiritually

The Diocese of Pueblo is seeking a Human Resources Manager

Job Location:	Pueblo, Colorado
Type:	Full-Time (40 hours per week)
FLSA Status:	Exempt
Salary Range:	\$67,000 - \$87,000 per year
Reports To:	Chancellor

About Us

The Diocese of Pueblo is an energetic place of employment filled with strong Catholic faith. We are building the body of Christ through each of our ministries. We empower our team to work spiritually and at their best. If you are a self-motivated individual and interested in growing spirituality and using your talent and experience, come join our team!

Benefits and Perks

We offer a salary range from \$67,000 – \$87,000 per year. We value your work and life balance offering Sick Leave, Paid Holidays, and an annual Christmas Holiday Closure. Daily Mass is celebrated in our beautiful chapel!

What you will be doing

The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department as is responsible for coordinating all administrative activities related to personnel. This position is responsible for developing recruitment strategies, implementing systems for managing benefits, job design, performance, compliance, workers compensation, and leaves of absence. The HR manager serves as a link between management and employees and advises other managers on human resources issues.

Could this opportunity be right for you? Continue reading for the full job description.

Essential Duties:

- Oversee the processes of recruitment and selection.
- Develop, revise, and recommend policies for the employee guidelines.
- Ensure compliance with national and local HR regulations, such as EEOC, IRS, HHS, DOL, FLSA, and FMLA.
- Handle employee relation issues, such as complaints, harassment, and discrimination allegations.
- Bridge management and employee relations by addressing conflicts, grievances, or other issues through fact-finding and bring them to resolution.
- Use performance management tools as needed to provide guidance and feedback to management and employees.
- Ensure diocesan HR policies are applied consistently.
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations and ensure employees understand their job responsibilities.
- Maintain compensation strategy, analyze trends, conduct salary reviews based on market research and pay surveys.

- Manage benefits administration, analyze trends in benefits, conduct annual open enrollment, promote benefits and educational opportunities via benefit partners and communicate with employees about benefit and/or plan changes, as well as liaising with diocesan locations.
- Oversee Workers' Compensation program; filing claims, claims management, policy renewal, e-mod, cost containment certification and liaising with diocesan locations to reduce incidents.
- Manage, administer and support leave of absence programs such as FMLA and FAMILI; monitor and track absence status, manage documentation and return to work dates.
- Ensure compliance with federal, state, and local employment laws and regulations, and recommend best practices; review and modify policies and practices to maintain compliance.
- Maintain organization charts, emergency contact information and employee information.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, and employment law; apply this knowledge to communicate changes in policy, practice, and resources to diocesan entities.
- Maintain HR systems and processes.
- Collaborate with senior leadership to understand the goals and strategy related to staffing, recruiting, and retention.
- Provide support and guidance to HR staff to include managing workflow, assigning tasks based on employee skill levels, providing feedback, recognizing progress.

Education and Experience:

- A bachelor's degree in human resources, labor relations, organizational development, business or related area; relevant work experience may be a substitute. Master's degree preferred.
- At least five years of human resource experience required.
- 3-5 years of experience in leading teams and supervising staff.
- 3-5 years of experience in benefits and leave management.
- Professional certification such as PHR or SPHR preferred.

Knowledge, Skills, and Abilities demonstrating applications of the following:

- Ability to maintain professionalism in all matters and is responsible for representing the Diocese as a professional and knowledgeable resource to clergy, parishes, staff and outside organizations.
- Ability to work effectively and responsibly within Roman Catholic ecclesial systems, and cooperatively and comfortably with all diocesan employees, clergy and religious.
- Strong interpersonal and communication skills including the ability to write letters, reports, guidelines, evaluations, business correspondence, policies, speeches and announcements.
- Ability to understand, explain and answer questions related to diocesan policies and effectively present information.
- Self-initiating and possesses good administrative, planning and organizational skills, capable of managing multiple operations and activities at the same time.
- Knowledge of a broad range of human resource strategies and practices, including compensation, performance management, safety, hiring and employee relations; able to apply these strategies and practices in compliance with employment regulations.
- Thorough knowledge of employment-related laws and regulations.
- Ability to maintain confidentiality to include impeccable trustworthiness and discretion in handling of sensitive information.
- Demonstrated competence in leading teams with the ability able to adapt to shifts and maintain positive morale in the office.
- Demonstrated competence in executing strategic plans.
- Proficiency with Microsoft Office Suite.

- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines and to prioritize tasks.
- Strong analytical and problem-solving skills.

Supervisory Responsibility:

- This position supervises the personnel of the Human Resource office.

Work Environment and Required Activities:

- This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work and travel throughout the State of Colorado may be required as job duties demand.
- While performing the duties of this job, the employee will work in an individual office with a door. The noise level is quiet.
- While performing the duties of this job, the employee is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects and talk or hear. The employee is occasionally required to stand or move about and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Vision abilities required include close vision, depth perception and ability to adjust focus.

Other Requirements:

- Must be a practicing Roman Catholic in good standing and in full communion with the Church.
- Must pass a criminal background investigation.
- Must have good driving record, current Colorado Driver's License, and automobile insurance.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the Church.

Thank you for your interest in career opportunities with
The Catholic Pastoral Center-Diocese of Pueblo!

Applications for this position will be accepted until January 28, 2025.
To apply for this position, please complete a Diocese of Pueblo application and send to:
Lovae Castillo, HR Department, 101 N. Greenwood, Pueblo, CO 81003, or email
lcastillo@dioceseofpueblo.org