

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: HR Generalist II

EFFECTIVE DATE: 03/2022

DEPARTMENT: Human Resources

POSITION TYPE: Full-time. Position is 35 hours per week through June 30, 2023.

POSITION SUMMARY:

The HR Generalist II will be the point person for the Human Resources Department regarding the Beacons of Light initiative in the Archdiocese of Cincinnati (AOC). Within the Human Resources Ministry, the HR Generalist II will interface with the Families of Parishes throughout the AOC and the Human Resources Department team to provide human resources oversight, guidance, and support to the Families as they progress through the Beacons of Light pastoral planning process. The HR Generalist II role is project-based and is approved through 6/30/23 at which time it will be reevaluated as the pastoral planning process work continues in Families of Parishes. The HR Generalist II works in fidelity with the Mission, Vision and Core Values of the Archdiocese and the Human Resources Department.

CREDENTIALS & EXPERIENCE:

Must have a BA degree. At least five years of progressive experience in human resources administration. Professional certification such as SPHR, SHRM-CP or SHRM-SCP is desirable, but not required. Familiarity with applicable federal and state laws, including but not limited to Title VII, ADA, FMLA, FLSA, ADEA, and the Ohio employment laws. Must be a participating member of the Catholic community. Work experience in diocesan, parish or other religious organizational setting preferred but not required. Excellent oral, written and interpersonal communication skills. Ability to influence and negotiate. Ability to foster trust and respect among diocesan personnel and their constituents. Collaborative work style. Strong sense of confidentiality. Project management skills, including energy for developing projects. Ability to work independently.

REPORTS TO: Director of Human Resources

DUTIES & RESPONSIBILITIES:

- 1.* Responsible for gathering and organizing HR data from parishes and other locations to be used in creating HR staffing models for Families of Parishes. The HR Generalist II, in conjunction with the Human Resources Department team, will be responsible for the development and implementation of a staffing model for each Family of Parishes.
- 2.* Design and implement HR training and training specifically related to the Beacons of Light pastoral planning process for Families of Parishes. This training will include HR topics such as interviewing/hiring, performance management, employment law compliance, separation of employment and HR best practices—all geared toward the pastoral planning process.
- 3.* Provide oversight and guidance to Families of Parishes regarding HR record retention through compliance with the AOC Record Retention Policy and applicable law.

