

**ARCHDIOCESE OF CINCINNATI  
POSITION DESCRIPTION**

**POSITION TITLE:** HR Consultant

**EFFECTIVE DATE: 08/2024**

**DEPARTMENT:** Human Resources

**POSITION SUMMARY:**

The HR Consultant will assist the Director of Human Resources in providing leadership to parishes, schools and AOC offices regarding their HR needs and legal requirements and foster a positive work environment based on Catholic values and principles. Within the Human Resources Ministry, the HR Consultant will work with the HR Director when requested, and with key policy and advisory groups to identify strategies that address problematic employee issues that increase legal risks to parishes, schools and the Archdiocese. The HR Consultant 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 ten years of progressive experience in human resources administration. Professional certification such as SPHR, SHRM-CP or SHRM-SCP desirable. 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. Excellent oral, written and interpersonal communication skills. Ability to influence and negotiate. Mediating and/or conflict resolution experience preferred. 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 present to audiences as part of HR training and education.

**REPORTS TO:** Director of Human Resources

**DUTIES & RESPONSIBILITIES:**

- 1.\* Provide HR support and risk assessments to parishes and schools as they navigate the Beacons of Light initiative.
- 2.\* Assist HR Director in designing and implementing training for principals, pastors and business managers and other constituents to enable them to respond correctly to situations that pose legal workplace risks, that implicate the morals clause, and/or that call for HR best practices. This includes design and implementation of training for newly ordained priests.
- 3.\* Assist HR Director in working with principals, pastors and business managers to ensure proper preparation for screening, interviewing and selecting the best candidates.
- 4.\* Assist the Director with development of human resources programs and materials (such as employee handbooks, application forms, job descriptions, compensation program materials, performance appraisal forms, etc.) for use throughout the Archdiocese to facilitate attainment of Archdiocesan goals, meet legal requirements, and foster a positive work environment.
- 5.\* Provide consultation and advice to Pastoral Center, Diocesan and parish leaders regarding employment policies and practices, Teacher & Principal-Minister contracts, development of employee programs, including hiring, recruiting, retention, performance management,

conflict resolution, equal employment, employee relations, disciplinary procedures and other methods to coach and instruct staff of their responsibilities and Archdiocesan expectations.

- 6.\* Serve as the point person for any additional HR modules that are introduced through the HRIS.
- 7.\* Working with HR Director, maintain awareness of, analyze and ensure timely and consistent application in all areas of employment / human resources legislation.
- 8.\* Assist HR Director in conducting research, assimilate data and assist with classification of positions.
- 9. Attend appropriate Human Resources conferences annually.
- 10. In the absence of the Director of Human Resources, attend the Human Resources Policy Review Committee meetings.
- 11. In conjunction with HR Director, study legislation, arbitration & court decisions, labor law, and remain abreast of changes in regulations and legal matters.
- 12.\* Assist the Director of Human Resources with recruiting, screening and interviewing prospective employees consistent with uniform personnel guidelines.
- 13. Provide HRIS assistance and backup to HR Generalist.
- 14. Perform any and all duties assigned by the Director of Human Resources.
- 15.\* Works in conjunction with the Director of Priests' Personnel Office and other stakeholders to address complaints against priests and any other personnel matters involving priests.
- 16.\* Assist the Director of Human Resources in his/her work, in conjunction with the Chancellor/Safe Environment Office, to manage reports of alleged violations of the *Decree on Child Protection* by both laypeople and clergy.
- 17.\* Processes paperwork for R-1 work visas for Extern Priests and serves as liaison to counsel.

**SUPERVISION RECEIVED:** Works under the direction of the Director of Human Resources

**SUPERVISION EXERCISED:** None

**\*DENOTES ESSENTIAL FUNCTIONS OF POSITION**

<b>TERMS OF EMPLOYMENT:</b>	<b>Salary</b>	<b>7 hours per day</b>	<b>35 hours per week</b>
	<b>260 Days</b>	<b>12 months</b>	

**ORGANIZATIONAL RESPONSIBILITY:**

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

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Employee Signature

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Printed Name

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Date

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Supervisor Signature

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Printed Name

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Date