

ADMINISTRATIVE SECRETARY
OFFICE OF HUMAN RESOURCES

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The Human Resources Office serves and supports all levels of ministry within the Diocese of San Bernardino by developing processes and procedures that balance employer requirements and human needs with Gospel values, diocesan policy and employment law in a proactive manner. This is demonstrated by proper administration of all benefits, relevant and fair recruiting practices, promulgation of safe environment policies, integrative management development processes, preventive employment practices and timely response to workplace justice issues. Effective support and guidance to all ministry areas contributes to an environment in which each person in ministry can follow their calling in service to the Church.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Welcomes and greets employees and visitors to the office.
- Maintain injury/illness log for compliance with annual OSHA reporting requirements.
- Assist in preparation of documents requested for legal counsel and Workers' Comp. attorneys, including subpoenas for employee records.
- Translate H.R. documents, brochures, booklets, etc. English to Spanish. Translate documents received in Spanish to English.
- Create and generate ADP reports as well as maintain spreadsheets to track workshop attendees, performance evaluations, etc.
- Prepare check requests.
- Monitor invoices for employment agency.
- Respond to employee inquires and requests.
- Respond to all unemployment notifications accurately and in a timely manner to avoid penalties.
- Respond to all employment verifications.
- Maintain office website.
- Receive and direct phone calls as appropriate.
- Take staff meetings note and prepare for distribution.
- Filing and maintenance of HR general files.
- Attend meetings as directed by the Director.
- Comply with all applicable Organization, Department and Office policies and procedures and adhere to safety requirements.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Must be able to maintain strict confidentiality.
- Must have a minimum of 3 years of comparable experience, in a Human Resources environment.
- Must have excellent translation skills.
- Bilingual/bi-literate English/Spanish is required.
- Must have excellent customer service skills, work ethics and ability to remain professional at all times.
- Must have strong organizational skills, effective written and verbal communication skills and ability to work with minimum supervision, and be self-motivated and team-oriented.
- Must have ability to work in a multi-cultural environment and work well with others.
- Must possess excellent organizational skills and be attentive to detailed processes.
- Participate in and have ability to conduct H.R. audits as well as do follow ups on various audit findings.
- Must have excellent phone skills and etiquette, and a strong sense of urgency.
- Must be knowledgeable of HIPPA laws and requirements.
- Must have basic accounting skills.
- Must have ability to research and resolve non-complex matters and comprehend and explain simple, semi-complex processes or procedures in a clear, concise manner.
- High School Diploma or GED. Some college preferred.
- Must have excellent computer skills including MS Word, Excel, ADP (*Vantage preferred*), and have ability to operate various office machines including: copier, fax, phone, calculator, etc.
- Must have effective ability to file alpha/numerically.
- Must have ability and wiliness to comply with all applicable organization, department and office policies and procedures and security and safety policies and procedures.

PHYSICAL REQUIREMENTS:

Includes but are not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 20 lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume and salary history to:

Attention: Sinia Bustamante
Diocese of San Bernardino
1201 E. Highland Ave.
San Bernardino, CA 92404

Email: employment@sbdioocese.org or fax to: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer