

**Human Resources Generalist**  
**Pastoral Center, San Bernardino**  
**\$69,000.00-\$72,000.00 DOE**

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.

**Position Summary:**

This position partners with the Director of Human Resources in providing guidance, training, and assistance in the areas of employment practices, employee benefits, workers' compensation, policies, and procedures, etc. to all diocesan employees in a manner consistent with the vision and mission of the church and the Bishops.

**Examples of Essential Job Functions:**

1. Partner with the Human Resources Director in ensuring compliance of all employees with regard to regulatory requirements; and interpretation/administration of policies and procedures pertaining to lay employees.
2. Handle recruitment efforts and conduct Exit Interviews for assigned vicariate(s).
3. Advises diocesan leadership in the requirements of relevant state/federal employment laws.
4. As necessary participates in the resolution of employment issues.
5. Conducts New Hire Orientations and HR Certification for assigned vicariate(s).
6. Keep the Director informed of any significant and developing situations, including employee issues, and morale.
7. Assist with special projects, salary administration, and various employment issues that may arise, including investigations.
8. Maintains an effective level of communication both within and outside of the Human Resources office.
9. Prepare written communication in English/Spanish.
10. Travel to various diocesan locations as required.
11. Complies with all applicable organization, security and safety, department, and office policies and procedures.
12. Respond to employee inquiries and requests both in person and over the telephone.
13. Attend staff meetings and other meetings as required.
14. Performs other duties as assigned.

**Qualification Guidelines:**

1. 3-5 years prior experience working in a Human Resources/Labor Relations leadership role is required.
2. Bachelors' Degree or equivalent of education and work experience.
3. Bi-lingual English/Spanish; excellent written, and verbal English/Spanish skills are required.
4. Must have the ability to maintain confidentiality.
5. Prior experience in conducting interviews and public speaking skills are required.
6. Must possess excellent customer service skills, excellent judgment, and communication skills (verbal and written), organizational skills, extensive attention to detail, and the ability to manage stressful situations.
7. Must have the ability to offer creative approaches to problem-solving utilizing "out of the box" ideas and solutions.
8. Familiar with concepts, practices, and procedures in dealing with conflicts and problem-solving.
9. Must have effective ability to operate PC (Microsoft Word, Excel, Publisher, etc. ADP Vantage desired).
10. Must have the ability to meet established deadlines.
11. Must be knowledgeable in HIPPA requirements.
12. Must be able to work independently and exercise sound judgment.
13. Must have the ability to travel locally as required; overnight travel may be required.
14. Reliable transportation and a current driver's license are required.
15. Must have the ability to work in a multi-cultural environment.

**Physical Requirements:** Includes but is 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, hearing, speaking, seeing, reaching, repetitive forward bending, arm/hand motions, hand/finger movements prolonged gripping of an item, sense of touch/feel, temperature extremes.

Interested Candidate, please submit resume to:

Attn: Ana Podboj  
Diocesan Pastoral Center  
1201 E. Highland Ave.  
San Bernardino, CA 92404  
Email: [employment@sbdioocese.org](mailto:employment@sbdioocese.org) or fax to: 909-475-5189

**The Diocese of San Bernardino is an Equal Opportunity Employer.**