



Cretin-Derham Hall

Human Resource Manager

Cretin-Derham Hall is seeking a Human Resource Manager who will carry out the responsibilities in most or all of these functional areas: staffing and recruiting, compensation, employee relations, training and onboarding, and enforcing policies and practices.

Principal Duties and Responsibilities (Essential Functions):

- Provides compensation support by helping to create and maintain current job descriptions; performance development plans and participate in the annual performance/merit review process.
- Conducts recruitment effort for exempt and nonexempt personnel, students, and temporary employees; places advertisements; conducts new-employee orientation; help develop and monitor effective onboarding processes to foster positive attitude.
- Manage the new employee on-boarding process in PayCom, conduct background checks and confirm VIRTUS completion.
- Manage school's VITUS employee compliance.
- Generate all work agreements (faculty, staff, coaching, co-curricular etc.)
- Handles employee relations counseling and exit interviews.
- Proposes, publishes and administers all personnel policies, handbook updates and reviews and responds to inquiries regarding policies, procedures, and programs; partners with employees and management to communicate various human resource policies, procedures, laws, standards and government regulations.
- Benefits paperwork and compliance from FMLA, workers compensation, etc
- Develop and implement Performance Improvement Plans along with supervisors.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal and state regulations concerning employment.
- Prepares all regulatory filings.
- Maintains company organization charts and employee directory.
- Performs other duties as assigned.
- Keeps information confidential

Education and Experience

- Bachelor's degree in Human Resources, Business Administration or related field required or equivalent combination of education and experience.
- 2-5years experience in human resources preferred.
- Must be familiar with current laws and regulations regarding employers' and employees' rights and obligations.

- Prior experience within an education/academic environment highly preferred.
- PHR, SPHR, SHRM-PC or SHRM-SPC highly desired.

Required Knowledge, Skills and Abilities:

- Communicate effectively in both written and verbal form.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Outstanding organizational and time management skills with proven ability to meet deadlines
- Ability to act with integrity, professionalism, and confidentiality.
- Knowledge of Microsoft Word, Excel, PowerPoint.
- Knowledge of payroll systems, PayCom experience preferred.
- Must have the ability to make recommendations to effectively resolve problems or issues, by using judgment that is in consistent with standards, practices, policies, procedures, regulation or government law.

Compensation and Benefits

The compensation for this position is based on experience. This is a Monday-Friday, 12-month position and offers complete access to Cretin-Derham Hall's benefits.

For consideration please send resume and recommendations to:

Mary King

Administrative Assistant to the President

mking@c-dh.org