

Archdiocese of Louisville
Position Description

Agency: Personnel Office	Number Supervised: 3
Position: Personnel Director	Status: Exempt
Reports to: Chancellor & Chief Administrative Officer	Minimum Hours/Week: 40

Position Summary

The Personnel Director is responsible for the oversight of employee benefits, personnel policies, developing effective internal procedures, and employee-related issues. The Director ensures that parishes, schools, and archdiocesan agencies have the necessary resources, information, and materials to implement benefits at each local site.

Primary Duties and Responsibilities:

Benefits and Human Resources

- Serve as the Plan Administrator Executive for the Catholic Archdiocese of Louisville Retirement Plan performing all daily and annual duties for oversight and annual compliance testing.
- Assist Chancellor & Chief Administrative Officer with annual benefit renewal process.
- Maintain updates to Archdiocese of Louisville Personnel Policies and Procedures.
- Ensure legal compliance of all employment, benefit and reporting requirements.
- Oversee and approve payroll agency worksheet and review/approval of small group payrolls.
- Update annual correspondence and contracts for school contract employees.
- Schedule and plan Arch Support Meetings to assist in training and education for parish, school and archdiocesan agencies staff.
- Provide support for employee related issues.
- Maintain legal documents and files on Benefit and Retirement legal documents and information.
- Coordinate with Chancellor & Chief Administrative Officer contract renewal of outsource payroll for the Roman Catholic Bishop of Louisville pay group.
- Gather articles/information for bi-monthly Arch Support Newsletter.
- Support High School Finance Directors and Parish/Regional School Business Managers in scheduling of Roundtables.

Priest Personnel

- Prior to ordination, meet with seminarians scheduled for ordination. Complete enrollment forms for benefit and retirement. Notify assigned parish of information.
- Prior to retirement, meet with retiring priests. Calculate retirement payment and provide information on Medicare and supplemental policies.
- Upon arrival meet with priests from foreign countries, complete enrollment forms for benefits and retirement (if applicable). Notify assigned parish of information.
- Work in support of Priest Personnel Office for information for Visa support information.
- Approve and monitor billing for retired priests' retirement monthly payments and benefit payments.

Seminarians

- Meet with new seminarians prior to entry into assigned seminarians and set up with medical coverage. Obtain all documents needed for payroll information for summer assignment and ACA reporting.
- Work with Associate Director on school stipends and summer assignments notifying parishes of payroll and room/board and food allowance.

Agency Employees

- Provide benefit enrollment information including 401k retirement plan. Provide Personnel Policies, Summary Plan Description and SPD for retirement plan booklets.
- Set up agency personnel folder and information sheet for payroll entry. Set up attendance worksheet under appropriate agency.
- Record all attendance form timesheets submitted. Provide quarterly update to Agency Directors.
- After June 30th attendance records are complete, compile information to send to Controller for annual accrual entry for unused vacation time and sick time owed.
- After December 31st attendance records are complete, compile information for annual Paid Leave Time individual reports.

Switchboard Supervision and Support:

- Supervise Pastoral Center Receptionist
- Schedule floater coverage in sick, personal or vacation absences at both the Pastoral Center and Maloney Center.
- Provide pay information on floater to Personnel Services Coordinator each pay period.
- Maintain contact list of available floaters.

Position Qualifications and Competencies:

- Experience as a Human Resources Administrator
- BS/BA in related field
- Proficient in Microsoft Word, Excel, Outlook
- Excellent written, verbal and interpersonal communication skills
- Demonstrated ability to direct and coordinate projects and initiatives
- Ability to work independently and as a part of a team
- Ability to multi-task and be timely with assignments and projects
- Maintain discretion and confidentiality in all areas of personnel and benefits