



EMPLOYMENT OPPORTUNITY

Senior Human Resources Generalist

Catholic Charities – Diocese of Rockville Centre – responds to the needs of the poor, troubled, weak and oppressed, and is committed to addressing the causes of injustice by offering *"Care with Dignity...Life with Hope."* Since its founding in 1957, the Agency has grown and now operates out of more than 60 sites across Long Island while employing 600+ staff in twelve community-based programs. In 2016, the Agency served over 55,000 people.

The Human Resources function is critical in providing caring staff to fulfill the Agency's mission. At this time, we are seeking a dedicated ***Senior Human Resources Generalist*** to assist the Human Resources Director in administering fair and equal employment practices, and ensure employment laws and regulations are followed and administered for the Agency. The position includes a comprehensive benefits package.

Major responsibilities include:

- Provide advice and counsel to all levels of management pertaining to employee relations issues and workplace problems, including progressive discipline procedures;
- Meet with employees and respond to employee complaints. Conduct investigations, prepare recommendations for HR Director's review and offer mediation services to resolve workplace differences.
- Assist the HR Director with legal matters; notify the Diocese of legal action, gather and prepare correspondence, work with the assigned attorney and attend legal proceedings when requested.
- Maintain active, current knowledge of state and federal laws as well as understanding of oversight agency regulations as it relates to changes to human resources policies and procedures. Collaborate with HR Director regarding development of new or revised policies.
- Monitor investigations conducted by the Justice Center as well as internal and external investigations by Programs. Gather data, make recommendations and develop counseling reports for disciplinary action.
- Conduct salary analysis on an as needed basis to ensure internal equity and identify salary compression issues when reviewing position requisitions as well as possible promotional opportunities.
- Process and track employee unemployment. Provide ADP with unemployment data to support the Agency's position in contesting unemployment benefits. Attend unemployment hearings as necessary.

Our ideal candidate will possess:

- Bachelor's Degree in Human Resources or related field. PHR, SPHR, SHRM-CP, or SHRM-SCP certification preferred.
- 6 – 8 years' generalist experience that includes significant employee relations responsibilities, employment law and compensation and solid knowledge of state and federal laws.
- Strong interpersonal skills and cultural awareness.
- Expertise in consulting with line managers to accurately assess workplace problems and provide solutions.
- Ability to multi-task and be redirected at a moment's notice
- Ability to travel island-wide to program sites.

Email resume and cover letter of interest to: jobs@catholiccharities.cc or fax to: 516.733.7038
Please reference "Senior Human Resources Generalist" in the subject line of your email.

Catholic Charities – Diocese of Rockville Centre – An Equal Opportunity Employer