



Office of Human Resources
10210 Oakdale Ave.
Chatsworth, CA 91311
(818) 366-9284

Job Announcement
February 9, 2023

DIRECTOR OF HUMAN RESOURCES

Chaminade College Preparatory is seeking a **DIRECTOR OF HUMAN RESOURCES** to lead a comprehensive human resources program in support of Chaminade's faculty, staff, and administration.

The Director of Human Resources reports to the President and serves as a member of the President's Executive Council. In collaboration with the other members of the Executive Council, the Director provides leadership and oversight of the school's compensation, employee benefits, recruitment and onboarding, employee relations, leaves of absence, compliance, employee training and development, employee evaluation, job descriptions, record-keeping and reporting, human resources information management, employee recognition, and employee wellness programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reflects a dedication to and passion for Chaminade's Mission, Core Values, and Characteristics of Marianist Education in administering all human resources functions.
- Actively fosters a culture of commitment to and care for the school's faculty, staff, and administration.
- Consults with, advises, and supports the executive team as well as faculty, staff, and administration in human resources related matters.
- Ensures compliance with school policies and procedures, as well as with local, state, and federal employment related laws and regulations. Keeps school administration and employees informed of applicable laws, policies and legal requirements, as appropriate.
- Oversees and supports recruitment and onboarding of new employees in all positions including faculty, staff, administration, coaches, substitute teachers, and other casual employees. Ensures Chaminade's recruitment efforts seek to attract a rich and diverse pool of qualified applicants, consistent with Chaminade's Hiring for Mission recruitment policy.
- In collaboration with the President and the Vice President of Finance and Operations, provides oversight for the school's compensation program for all school employees. Collects and analyzes current market compensation data for all positions and makes compensation recommendations during the annual budget process.
- Makes compensation and employee benefit plan recommendations designed to ensure Chaminade's overall compensation and benefits package is competitive and attractive to current and potential Chaminade employees.
- Oversees annual contract renewal and salary change process for all employees.
- Oversees Chaminade's employee benefit programs including plan design, employee support, annual open enrollment, vendor relations, COBRA, and invoice processing. Benefits package includes group medical/vision, dental insurance, life insurance, long-term disability insurance, flexible spending accounts, health savings account, long-term care insurance, voluntary life insurance, retirement plan, and paid time off. Manages the electronic employee benefit enrollment and information portal.
- Oversees employee leaves of absence, including timely notices to employees and support for employees throughout leave. Works collaboratively with the Payroll Manager to coordinate pay with state benefits.
- Oversees workers compensation, ensuring timely filing of claims and employee support.



Office of Human Resources
10210 Oakdale Ave.
Chatsworth, CA 91311
(818) 366-9284

Job Announcement
February 9, 2023

-
- Oversees employee wellness and employee recognition programs.
 - Maintains complete and current employee files.
 - Provides oversight for Chaminade's employee evaluation process.
 - In collaboration with the Executive Council and Chaminade's legal counsel, maintains Employee Handbook and develops and administers school's human resources policies.
 - Oversees the development, periodic review, and maintenance of employee job descriptions.
 - Oversees Chaminade's Human Resources Information Systems including HRIS, benefits module, electronic applicant tracking system, and HR Intranet webpage.
 - Collaborates with the Executive Council and department supervisors to develop and implement an employee training program including mandatory and recommended training. Includes, but is not limited to: mandatory sexual harassment training, VIRTUS child abuse prevention training, CPR training, general safety training, etc.
 - Oversees annual EEOC and DFEH filings and provides data for other annual requests from the Archdiocese, the Marianist Province, and the Board.
 - Supervises the Human Resources Generalist.
 - Performs other duties as assigned.

QUALIFICATIONS

Qualified candidates should have a combination of education and experience equivalent to:

- A Bachelor's degree is required. A Bachelors or advanced degree in human resources or a related field is highly desirable. PHR/SPHR or other human resources certification is a plus.
- Ten years or more of prior experience providing comprehensive human resources services across all human resources functional areas, including five years or more of experience in a senior leadership, management, or director role which includes supervision of staff and providing human resources consultative services to administrators/managers and employees is desired.
- Prior experience providing human resources services in a school environment is desirable.
- Experience in a Catholic and/or independent school is desirable.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

- Embraces and fully supports Chaminade's Catholic Marianist mission (see About Chaminade).
- Understands the unique culture of working in a school environment with a mindset of collegiality and employee/student centeredness.
- Demonstrates servant leadership qualities and possesses a vision for employee centered human resources programs.
- Possesses ability to build and nurture professional working relationships across the organization and with external service providers.
- Possesses ability to influence change in a collaborative working environment. Seeks to collaborate on decisions related to human resources matters.
- Demonstrated ability to collaborate with others in active support of Chaminade's Diversity, Equity, and Inclusion and Catholic Social Justice initiatives.
- Is compassionate and able to empathize with others. Possesses the ability to counsel and coach others.



Office of Human Resources
10210 Oakdale Ave.
Chatsworth, CA 91311
(818) 366-9284

Job Announcement
February 9, 2023

- Works with integrity and is trustworthy with confidential information.
- Is responsive to employee needs.
- Approaches challenges from a problem-solving mindset.
- Is able to navigate difficult and complex employee issues, often with unique and nuanced challenges unique to each situation.
- Is able to effectively work in a fast-paced environment with flexibility and the ability to adapt to change.
- Is able to work with and meet the needs of a multi-generational workforce.
- Knows, understands, and is able to apply local, state, and federal human resource related laws and regulations.
- Is able to meet deadlines.
- Is able to supervise and develop subordinates.
- Understands budgets and is able to work within fiscal constraints.
- Possesses excellent written and oral communication skills.
- Possesses excellent interpersonal and coaching skills.
- Possesses excellent computer skills in a Microsoft environment. Is adept at using technology to provide human resources services.
- Is a lifelong learner who pursues continued professional development.
- Performs duties and responsibilities with a mindset toward continuous quality improvement.

Deadline for Submission of Applications

Applications are being accepted immediately. This position is open until filled.

Salary and Benefits

This is a full-time, 12 month per year, salaried/exempt from overtime position. The salary for this position will be commensurate with experience. The expected salary range for the position is \$ 130,000 to \$ 170,000 annually depending on qualifications.

Chaminade employees enjoy a competitive employee benefits program including medical, dental and vision coverages, life insurance, long-term disability insurance, flexible spending accounts, retirement plan contribution, and voluntary supplemental life insurance and long-term care coverages.

Application Process:

Interested applicants may apply online through our employment webpage at: www.chaminade.org/employment. Applicants will be asked to upload a resume and cover letter.

Any applicant who needs help or needs an accommodation in order to apply for any position should contact the human resources office at (818) 366-9284.

About Chaminade

Chaminade is an independent co-educational Catholic school in the Marianist tradition serving a diverse student body in grades 6-12 across two beautiful campuses in the San Fernando Valley area of Los



Office of Human Resources
10210 Oakdale Ave.
Chatsworth, CA 91311
(818) 366-9284

Job Announcement
February 9, 2023

Angeles. We are a mission-centered community with an unwavering commitment to growing one's faith, serving others, and ensuring the success and well-being of every student and employee. Chaminade sets the standard for Catholic college preparatory excellence with a rigorous, relevant, and innovative academic curriculum and extensive extracurricular offerings.

Our Mission:

We inspire young people to love, learn, and lead through our Catholic and Marianist traditions of a living faith, academic excellence, and moral responsibility.

Our Vision:

Chaminade College Preparatory graduates are prepared, inspired, and equipped to:

- Share God's love by caring for others and seeking justice and peace.
- Learn, adapt, and grow with the world around them.
- Become servant leaders and positive contributors to society.

The Characteristics of Marianist Education

Chaminade's mission and culture are deeply rooted in the five Characteristics of Marianist Education which are:

- Educating for Formation in Faith
- Providing an Integral Quality Education
- Educating in Family Spirit
- Educating for Service, Justice, and Peace and the Integrity of Creation
- Educating for Adaptation and Change

Chaminade's Commitment to Diversity

Chaminade College Preparatory is committed to the principles of diversity, equity, and inclusion and the value that a rich and diverse community brings to our school. Our employee culture is deeply rooted in our Catholic faith and the five Characteristics of Marianist Education. Our Catholic Marianist tradition is lived on our campuses every day and is evident in our Chaminade Family Spirit where each of our faculty and staff is valued for their unique and varied gifts and talents. Chaminade's faculty, staff, and administration come from all faiths, ethnicities, races, genders, and socioeconomic backgrounds and we are stronger for it.

For more information about Chaminade, visit our website at: www.chaminade.org

Equal Employment Opportunity

Chaminade College Preparatory is an equal opportunity employer. Applicants for employment are considered without regard to race, color, national origin or ancestry, gender, age, marital status, physical or mental disability, or genetic information, or other basis protected by law for employment in a Catholic school. Applicants who need an accommodation in order to participate in the recruitment and hiring process should contact the human resources department in order to discuss reasonable accommodation.