



Position:	Human Resources and Payroll Generalist	FLSA:	Non -Exempt
Program/Department:	Administration	FTE:	32 hours p/week Full Time
Supervisor:	Executive Director	Salary & Classification:	
Location:	Seaside	\$32 – \$38 p/hour	

ABOUT CATHOLIC CHARITIES:

Catholic Charities of the Diocese of Monterey is a member agency of Catholic Charities USA, the largest network of social service provider in the U.S with 168 agencies nationwide and 12 in the State of California. Catholic Charities Diocese of Monterey serves the counties of Santa Cruz, Monterey, San Benito, and San Luis Obispo. Catholic Charities promotes equal opportunity in all employment decisions regardless of race, national origin, sex, marital status, physical /mental disability, age, or other bases protected by federal, state, or local law.

Programs:

The local programs are: Financial Stability Services, Nutrition Education & Outreach, Tattoo Removal Services, and Immigration Legal Services.

Mission:

Our Mission is to provide service to people in need, to advocate for social justice, and to call other people of good will to do the same.

Service • Advocacy • Convening

Vision: Our vision is a thriving community where individuals, regardless of their background or circumstances have the opportunity to reach their potential and contribute to society.

Values: We will achieve this through our commitment to advocacy and by providing compassionate, inclusive and impactful services while building bridges of hope, mercy and justice to meet the needs of our communities.

POSITION SUMMARY:

Under the supervision of the Executive Director and in collaboration with the HR Diocesan Director, Catholic Charities’ Human Resources and Payroll Generalist supports the agency by delivering essential human resources and payroll services that promote an effective, compliant, and values-driven workplace. This role provides guidance to leadership on workforce development, recruitment, employee relations, and performance management while ensuring HR practices align with current laws, best practices, and the agency’s mission.

FUNDAMENTAL RESPONSIBILITIES:

Promote the mission of Catholic Charities through a commitment to its core values of compassion, service, justice, respect, integrity, teamwork and excellence.

ESSENTIAL DUTIES & RESPONSIBILITIES :

Advisory & Talent Development

- Provide ongoing HR guidance to agency leadership on workforce development, employee engagement, performance management, and organizational growth.
- Maintain up-to-date knowledge of HR trends, best practices, regulatory changes, employment law, and talent management strategies.

Recruitment & Hiring

- In collaboration with the Executive Director and Program Directors, develop and implement strategies to attract, identify, and recruit top talent.
- Manage the full-cycle recruitment process, including drafting job descriptions, screening candidates, coordinating interviews, and preparing job offers.
- Oversee and maintain HR personnel files in compliance with agency and regulatory standards.

Training, Onboarding & Staff Development

- Develop and deliver training programs and activities that support the mission, vision, and values of the agency.
- Collaborate with the HR Diocesan Director to ensure processes and training content align with regulatory requirements and HR internal practices.
- Work closely with agency leadership to identify and address employee training needs.
- Provide meaningful onboarding and orientation experiences for new hires, ensuring clarity on agency policies, procedures, and benefits.
- Track and maintain records of all staff training and professional development.

Compliance & Policy Administration

- Support agency leadership in implementing processes for FMLA, worker's compensation, ACA, etc
- In collaboration with Executive Director and HR Diocesan Director, regularly review and recommend updates to policies and procedures to ensure legal compliance in alignment with best practices.

Employee Relations & Performance Management

- Support Program Directors and managers with performance-related matters and provide guidance on employee relations issues.
- Assist agency leadership with employee discipline and termination processes in accordance with agency policies and labor laws.

Payroll Administration

- Administer and oversee all payroll functions for the agency, ensuring accuracy, timeliness, and compliance with applicable regulations.

Additional Responsibilities

- Perform other duties as assigned by the Executive Director.

QUALIFICATIONS:

- Bachelor's degree in Human Resources, Business Administration, Accounting, or related field (or equivalent work experience).

- Minimum 5 years of experience in HR operations, payroll processing, or a combined HR/payroll role.
- Experience with multi-state payroll and labor law compliance preferred.
- Strong knowledge of payroll practices, wage and hour laws, and regulatory compliance (FLSA, ACA, OSHA, EEOC).
- Proficient in Microsoft Office Suite, especially Excel.
- Familiarity with benefits administration, onboarding/offboarding processes, and employee records management.
- Ability to run payroll reports, reconcile discrepancies, and ensure accurate payroll tax filings.
- Comfortable managing confidential data and maintaining secure recordkeeping practices.
- Solid understanding of HR best practices, employment law, and HR policy implementation.
- Ability to interpret and explain complex HR and payroll concepts to employees and management.
- Experience handling employee relations issues with professionalism and discretion.
- Knowledge of recruitment processes, job descriptions, and performance evaluation systems.
- Excellent communication and interpersonal skills.
- Strong attention to detail and high level of accuracy.
- Ability to prioritize and manage multiple deadlines in a fast-paced environment.
- Problem-solving mindset with the ability to analyze data and recommend improvements.
- High level of integrity, discretion, and commitment to confidentiality.
- Positive and professional demeanor; appreciative and respectful of all cultures and beliefs.
- Knowledge of the Principles of Catholic Social Teachings and the ability to link them to practical actions

LICENSE, CERTIFICATIONS, REGISTRATIONS:

Must provide a Valid California Driver's License, transportation and current auto insurance.

OTHER REQUIREMENTS:

- Clearance of fingerprint background check is required
- Ability to stand and be active for 2-3 hours at a time
- Occasionally lift or move up to 25+ lbs
- Willing to attend agency outreach with 24 hours of notice.
- The person holding this position is considered a Mandated Reporter under the California Child Abuse and Neglect Reporting Act and is legally required to report any suspicion of abuse or neglect to the relevant authorities.

WORKING CONDITIONS:

- Comfortable office environment
- Some travel to other locations for meetings, trainings, etc.
- Under the Rehabilitation Act of 1973, Catholic Charites Diocese of Monterey must provide reasonable accommodations when an employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

SALARY AND CLASSIFICATION:

This is a non exempt position with a full-range of employee benefits. The salary range is \$32-38 per hour, commensurate on experience.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Because of a need to remain responsive to the needs of our clients and our Agency's operations, responsibilities may be modified at any time.