



Human Resources Director

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory in San Jose, California invites applications for the Human Resources Director position. Reporting to the President, the Human Resources Director is responsible for the direction, planning, and implementation of human resources functions and activities. This person serves as the community’s liaison and go-to resource for a broad range of Human Resources needs including: Employee Relations, Employee Benefits, Staffing, Compliance, and the administration of related Human Resources programs. A significant role of this position is to have a pulse of the organizational climate to develop recommendations/programs to attract and retain colleagues, as well as maintain, support, and enhance the diversity of the community. This involves managing employee relations matters, including advocating and coaching/advising the appropriate parties as appropriate. The successful candidate will not only maintain a strategic role but will also be required to be “hands-on” in completing administrative tasks. Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Essential Responsibilities

- Oversees the employment process for all open positions. This includes developing and overseeing best practices which foster attracting and hiring individuals who reflect the diversity of the community we serve.
- Reviews and updates as appropriate Bellarmine’s Employee Handbook/HR related policies and forms
- Oversees and participates in the on-boarding and exit process for all new and exiting employees.
- Plans and coordinates the annual performance and compensation review process for Staff positions. This includes participating in, or obtaining, relevant salary surveys and benchmarking studies as appropriate and making related recommendations.
- Oversees the school’s benefits program as well as identifies new potential benefits. This includes but is not limited to managing the annual renewal and working with the CFO on benchmarking to ensure that the school continues to provide a high quality and competitive overall benefits program, while being fiscally responsible.
- Actively manages and leads the administration of the school’s 403(b) retirement savings plan, which includes employee education, report generation, census testing, compliance monitoring, and assisting with the annual plan audit.
- Updates the Employee Handbook as appropriate, which includes researching and advising the school’s senior leadership team relative to best practices and relevant guidelines.
- Manages Employee Relations and the development of employee and manager training programs through administering policies that provide a safe, respectful, and supportive workplace.
- Ensures the organization complies with all applicable laws/regulations, pro-actively identifies any employment law changes, and advises management as appropriate.
- Oversees and maintains all employment related data and classification with the various HRIS systems that the school uses, such as ADP, Fidelity and other Benefit/employee related sites.
- Is responsible for accurate and timely HR reporting (internal and external/statutory) and that benefit related bills are accurate, processed promptly and reconciled on a regular and/or as needed basis.
- Manages the organization’s Accident Prevention Program and oversees/administers the workers’ compensation claim and annual audit process.
- Performs other duties and/or projects as assigned.

Minimum Qualifications/Skills

- Significant amount of relevant experience
- Bachelor's degree from an accredited college/university
- Demonstrated understanding and knowledge of employment laws /regulations, and all other functional areas (e.g., employment, benefits, employee relations)
- Demonstrated knowledge and ability to administer benefit programs
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with colleagues at all levels. This includes the ability to de-escalate circumstances when needed.
- Excellent listening skills, including the ability to discern information and operate with objectivity, discretion, and confidentiality
- Strong working knowledge and proficiency with Microsoft Office applications and all other applicable software programs (e.g., ADP Workforce Now)
- Self-directed with proven ability to assume responsibility, work independently, creatively solve problems, and move work/projects to completion with minimal supervision
- Demonstrated acute attention to detail in performing job functions
- Ability to prioritize and complete tasks/assignments/projects within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously

Preferred Qualifications

- Experience working in an academic environment
- Master's degree in a related field
- SHRM Certification
- Strong ADP experience
- Ability to communicate effectively verbally and/or in writing with our Spanish speaking colleagues

Physical Requirements

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to travel safely and comfortably around our campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material, on a computer screen, and/or on a mobile device/laptop for extended periods of time

General Information

- This position is classified as a Regular Full-Time Exempt position; employees in exempt positions are expected to work as many hours as their job responsibilities require, which could include evenings and weekends
- This position supervises the Human Resources Manager position
- This position is eligible for Bellarmine's excellent benefits package
- This is not a telecommuting position

To Apply Online: Please complete the *Bellarmine Staff Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to hr@bcp.org, indicating "Human Resources Director" in the subject line of the e-mail.

*Bellarmine College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. *As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*
