



Catholic Diocese of Baton Rouge
Human Resource Information System (HRIS) Administrator
Full-Time Benefits Eligible

About the Catholic Diocese of Baton Rouge

On July 22, 1961, Saint Pope John XXIII established the Roman Catholic Diocese of Baton Rouge, formed out of the Archdiocese of New Orleans, comprising twelve Louisiana civil parishes located in south Central Louisiana (Ascension, Assumption, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, St. James, Tangipahoa, West Baton Rouge and West Feliciana). The diocese includes 64 Catholic Church Parishes, 21 Catholic Elementary Schools, 5 Catholic High Schools, and diocesan administrative departments located on the campus of the Catholic Life Center. The mission of the personnel of the administrative departments of the Diocese of Baton Rouge collaborates with the bishop in his work of evangelizing, catechizing, leading worship and giving pastoral care to the people of the larger community, and support the parishes, schools and other organizations of the diocese in accomplishing their ministry.

General Statement of Duties

The Human Resource Information System (HRIS) Administrator is the primary resource for system configuration, system knowledge, and application security for the diocesan wide HRIS. The administrator will support and maintain the organization's HRIS applications and modules, provide service and support to all diocesan administrative staff and site-specific system administrators, run reports, troubleshoot, and support interfaces to internal and external applications managing requirements and specifications.

Education and Experience Requirements

- Bachelor's degree in Information Technology, Human Resources Management, Business Administration, or related field required.
- At least five years of related experience required in direct support of HRIS/HCM applications or employment in the implementation or support roles of an HCM vendor or other similar position with a previous employer.
- Thorough understanding of all areas of information systems with a highly technical understanding of at least one commercial HRIS product.
- Proficient with Microsoft Office Suite or related software.
- Familiarity with human resource policies and procedures to ensure the HRIS meets organizational needs and goals.
- Certified Payroll Professional (CPP) / Fundamental Payroll Certification (FPC), Project Management Professional (PMP) highly desirable.
- Professional in Human Resources (PHR) / Senior Professional in Human Resources (SPHR) and/or SHRM certification a plus.

Other Requirements

- Experience in a complex, multi-unit organization (preferably non-profit or religious) strongly preferred.
- Attention to detail, accuracy, and analytical and problem-solving skills required.
- Excellent verbal and written communication and technical support skills essential.
- Ability to create, develop and deliver training to end users using different training platforms/methodologies.
- Ability to establish and maintain friendly and cooperative relations with employees, clergy, and parishes, schools, and other organizations the diocese supports.
- Ability to exercise good judgment in handling difficult and/or sensitive situations, with ability to maintain confidentiality in all transactions.
- Ability to exercise good organizational and time management skills, ability to manage projects and multiple priorities.
- Must be a team player.

Please submit letter of interest, resume, and references to hr@diobr.org

Applications will be accepted until the position is filled.