

Office of Human Resources

C -Courteous, Compassionate and Collaborative
A -Assists, Affirms, and Advises
R -Respectful, Reliable and Resourceful
E -Educates, Encourages and Empathizes
S -Serves and Supports

Director of Human Resources
Carl Feil (415) 614-5541
 feilc@sfarchdiocese.org

Resource to Archbishop & Cabinet
 HR Advisor to Archdiocesan Senior Mgmt
 -Pay and Benefits
 -Employment Laws
 -Hiring/Recruitment
 -Discipline / Termination
 -Policy Interpretation
 -Dispute Resolution
 -Organizational Development
 -Executive Coaching
 Performance Management Issues

HR Strategy Formulation, Planning & Implementation
 HR Policies Oversight & Program Development
 Compensation Planning
 -Job Evaluation
 -Salary Administration
 Employee Benefits Policy Planning & Fiscal Oversight
 Workplace Harassment/ Discrimination
 Office Management
 -Budget Planning & Control
 -Staff Supervision
 Employee Relations

Benefits Manager
Tom Hoffman (415) 614-5539
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Associate Director of Human Resources
Patrick Schmidt (415) 614-5538
 schmidtp@sfarchdiocese.org

Human Resources Coordinator
Suzanne Nazario (415) 614-5540
 nazarios@sfarchdiocese.org

Benefits Administration & Processing

- Pension Plans
- Health Insurance Plans
- Dental & Vision Plans
- Workers Compensation
- Life Insurance Plans
- Retirement Savings 403(b) Plan
- Flexible Spending Accounts (Section 125)
- Disability Plans – LTD/SDI
- Long Term Disability
- Leaves of Absence inc. FMLA
- Benefits Records / Maintenance
- Benefits Communications/ Education

Benefits Analysis & Design

- Third-party Provider Monitoring
- HR Training & Education - Employee Benefits**
- HR Advisor to Management**
- Benefits Strategy Planning
- Benefits Fiscal Oversight
- Leaves of Absence
- HR Special Projects**
- Payroll Liaison/Benefits**

HR Training / Education

- Human Resources Management
- Performance Management
- Mandatory Sexual Harassment Prevention
- Wage & Hour Compliance
- Supervisory Skills

Wage & Hour Issues / Claims

- Unemployment Insurance**
- Claims Management
- Employment Discrimination & Harassment Issues / Claims**
- Employment Hiring/ Terminations**

ADP Payroll/ HRIS System Implementation, Oversight & Data Management

- HR Advisor to Management**
- Employment Issues
- Discipline / Termination
- Leaves of Absence
- Parish Handbook Addendums
- Position Descriptions
- Recruiting / Hiring Sources & Strategies
- Interviewing / Selection Techniques
- Job Offers
- Employment Law Compliance**
- Immigration I-9 requirements
- Wage & Hour Regulations
- ADA requirements

HRIS Database Maintenance/ Report Writing*

- Salary Administration Support**
- Chancery EE Status & Pay Adjustments
- Parish Pay Guidelines
- Religious Stipends
- Budget Tracking & Processing**
- Archdiocesan Employment Verifications***
- Unemployment Insurance***
- Claims Administration
- Vendor Payment Processing

Primary Admin Support for HR Office

- Word Processing
- Desktop Publishing
- Coordinate Meetings
- Petty Cash Management
- Vendor Payments
- Supplies & Equipment Maintenance
- Records Management***
- Personnel Files
- Parish Handbook Addendums
- Employment Records
- Employee Relations Activities**

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←..... = Also reports to Assoc. Dir. of HR (*)

Last Update: June 2008