



Job Title:	Human Resources Business Partner
Department:	Finance
Reports to:	Director of Finance
Date:	7/15/25

Job Status:

Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/>

General Summary

What is the primary purpose of this position?

The Human Resources Business Partner (HRBP) position is responsible for aligning business objectives with employees and management teams. The HRBP serves as a consultant to management on human resources-related issues. The successful HRBP will act as an employee champion and change agent. The HRBP assesses and anticipates HR-related needs. Communicating needs proactively with the HR department and business management, the HRBP seeks to develop integrated solutions. The HRBP formulates partnerships across the School to deliver value-added service to management and employees that reflect the business objectives of the School. The HRBP maintains an effective level of business literacy about the School's financial position, its midrange plans, culture and competition. The person in this position must be an active practicing Catholic with knowledge and understanding of the Catholic Church in general and the Diocese of Sacramento in particular. This is a full-time, year-round, exempt position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Provides day-to-day HR and performance management guidance to all supervisors (coaching, counseling, career development, disciplinary actions).
- Works closely with management and employees to improve work relationships, build morale and increase productivity and retention.
- Manages and resolves complex employee relations issues. Conducts effective, thorough and objective investigations.
- Provides HR policy guidance and interpretation.



- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partners with the legal department as needed/required.
- Rewrites job descriptions as necessary.
- Conducts annual salary surveys and makes compensation recommendations.
- Oversees the staff performance evaluation program and revises as necessary.
- Responsible for all staffing and recruitment. Coordinates and conducts recruitment effort for all exempt, nonexempt and temporary employees, including contracted and non-contracted employees. Determines posting opportunities and job advertisements.
- In collaboration with administration, responsible for new employee orientation program. Leads orientation meetings, runs buddy program, assigns mentors, ensures training in all areas, including safety and technology.
- Conducts exit interviews.
- Provides guidance and input on restructures, workforce planning and succession planning.
- Analyzes trends and metrics of other private high schools to develop solutions, programs and policies.
- Identifies training needs for departments and individual executive coaching needs.
- Participates in evaluation and monitoring of success of training programs. Follows-up to ensure training objectives are met.
- Successfully fosters and supports an inclusive educational environment.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Bachelor's Degree in human resources administration, nonprofit administration, organizational development or related field.

Job experience:

Minimum of three to five years' progressive experience in human resources administration and in resolving complex employee relations issues.

Technical/Functional skills:

- Working knowledge of multiple human resource disciplines, including staffing and recruiting, compensation practices, organizational diagnosis, employee relations,



diversity, performance management and federal and state respective employment laws.

- Excellent written, verbal and interpersonal communication skills.
- Ability to influence and negotiate.
- Self-starter with ability to handle competing multiple projects.
- Able to effectively teach, train and coordinate workshops.
- Able to work with and promote a culturally diverse workforce.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of high school students.

Other Requirements:

Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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