Human Resource Generalist
(PART-TIME)

Pius XI Catholic High School is a private coeducational high school centrally located on Milwaukee's west side. Founded by the Pallottine Fathers and School Sisters of St. Francis over 90 years ago, the School has a storied history and compelling mission. With nearly 30,000 alumni, Pius XI attracts students from throughout the Milwaukee metropolitan area and currently serves over 600 students.

Our Mission

Pius XI Catholic High School exists to prepare a diverse community of students to achieve their unique and highest potential. Guided by our Franciscan values of dignity, peace, and respect, we nurture students to excel academically, develop moral courage, and live lives of faith and service.

Job Summary

The Human Resource Generalist is responsible for administering the human resources Programs. The position works closely in collaboration with the Business Manager and Vice President of Finance.

Duties and Responsibilities

- Oversee administration of core HR programs including but not limited to the following: benefits, compliance, leave, payroll system data management, employee relations, personnel document management, employee handbook, employee onboarding and offboarding, and annual performance reviews;
- Onboarding of new employees including IT set up, payroll set up, and policy and procedure review;
- Conducts research and analysis of organization trends including reviews of HR metrics on compensation and benefits;
- Collaborate with leadership to develop and update HR personnel policies as needed. Develop and update, at least annually, the employee handbook and manage employee education of personnel policies and employee handbook;
- Manage labor disputes including unemployment claims by former employees;

- Enter payroll modifications in Paychex for employees on a semi-monthly basis including compensation adjustments, benefit changes, and tax changes. Ensure employee data is up to date and accurate in the payroll system;
- Create, analyze, and distribute reporting for FSA, pension and 403 (b)
- Maintain up to date and accurate confidential personnel files;
- Monitors and ensures the organization is compliant with federal, state, and local employment laws and regulations;
- Serve as backup for payroll processing;
- Other duties as assigned.

Required Qualifications

- Bachelor's degree in Human Resources; or Associate's Degree, or comparable years of experience in an HR role;
- 3+ Years of working in a HR Department, including experience in payroll processing;
- Ability to identify and escalate issues, meet deadlines, adapt and adopt to new technology;
- High moral and ethical standards in dealing with personal, confidential, and sensitive information;
- Have a working knowledge of Microsoft Office Suite;
- Experience with Paychex preferred;
- Bilingual skills are a plus.

This is a part-time, year-round salaried position.
Email resume and letter of interest to humanresources@piusxi.org