



# ROMAN CATHOLIC DIOCESE OF CHARLESTON

## OFFICE OF HUMAN RESOURCES

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<p><b>GENEVIEVE NINO</b> (978) 615-9361 <a href="mailto:gnino@charlestandioocese.org">gnino@charlestandioocese.org</a> 12:00 p.m. to 6:00 p.m.</p>	<p><b>MARIANA COWAN</b> (401) 924-3177 <a href="mailto:mcowan@charlestandioocese.org">mcowan@charlestandioocese.org</a> Part-Time (M-F)</p>	<p><b>ANNE-MARIE KANABLE</b> (843) 261-0446 <a href="mailto:akanable@charlestandioocese.org">akanable@charlestandioocese.org</a> 9:00 a.m. to 5:30 p.m.</p>	<p><b>DENISE RELYEA</b> (843) 261-0428 <a href="mailto:drelyea@charlestandioocese.org">drelyea@charlestandioocese.org</a> 7:30 a.m. to 4:00 p.m.</p>	<p><b>HALEY BALL</b> (843) 261-0425 <a href="mailto:hball@charlestandioocese.org">hball@charlestandioocese.org</a> 8:00 a.m. to 4:30 p.m.</p>
<p><b>HR Sr. Recruiter</b></p>	<p><b>HR Recruiter</b></p>	<p><b>HR Coordinator</b></p>	<p><b>HR Generalist</b></p>	<p><b>HR Sr. Benefits Specialist</b></p>
<p>Full cycle recruiting (i.e., conduct nation-wide searches, post job descriptions online, source talent from Catholic universities, assists with the screening and interview process for all locations, and provides onboarding candidate collection forms to HR Coordinator for ADP entry and to IT for technology set up</p>	<p>Supports Sr. Recruiter with job postings, job descriptions, application process, scheduling interviews, reference checks, offer letters, background screening process, onboarding for all locations, and provides onboarding candidate collection forms to HR Coordinator for ADP entry and to IT for technology set up</p>	<p>Processes payroll change forms for salary increases, status changes and terminations and enters in ADP, prepares and maintains accurate transaction records and reports, responds to payroll related questions and requests for assistance at the following email address: <a href="mailto:payroll@charlestandioocese.org">payroll@charlestandioocese.org</a></p> <p>Maintains onboarding and offboarding paperwork for diocesan employees and enters in ADP</p> <p>Day to day contact with location coordinators and/or new hires on the I-9 and E-Verify processes, and regularly conducts E-Verify audits</p> <p>Updates employee profile with individual retirement plan changes as entered via Empower, and maintains documents on the Office of Human Resource’s website</p>	<p>Day-to-day contact for compliance matters and policies and procedures (i.e., Family Medical Leave (FMLA), Short Term Disability (STD), and Worker’s Compensation (WC)</p> <p>Recruitment and Staffing (i.e., interviews, candidate travel arrangements, job descriptions, hiring request forms, and payroll change forms)</p> <p>Day-to-day contact for employee issues/concerns</p> <p>Attend and assist with relevant events</p>	<p>Oversee internal and external benefit/insurance programs</p> <p>Completes Yearly Federal reporting (i.e., EEO-1, ACA, ERISA, OSHA, etc.) for every location in our diocese</p> <p>Day-to-day contact for topics such as Christian Brothers invoice errors, medical premium cost splits, employee benefit offerings and selections, life events, open enrollment, new hire enrollment, file feeds, reporting and analytics, ADP access permissions, etc.</p> <p>Retirement Savings Plan Administrator</p>