

HUMAN RESOURCES

Frequently Asked Questions for Employees



Please note that Parish and School employees are not employees of the Archdiocese. All matters should first be sent to the Business Manager, Pastor, or Principal.

I'm interested in an open position, what do I do?

To view open positions within the Archdiocese or our Parishes and Schools, review our Jobs page at <https://archdpdx.org/jobs>. Each job posting will include contact information to submit your resume.

I have a complaint about my workplace, what do I do?

All complaints should be directed to your Business Manager, Pastor, or Principal. For complaints regarding discrimination and harassment, complete the Discrimination and Sexual Harassment Complaint form found at the end of the [Employee Handbook](#). This form should be given to the Business Manager, Pastor, or Principal.

I have a question regarding my pay or pay range.

Questions about pay should be directed to the Business Manager, Pastor, or Principal. The Archdiocese does not discuss this topic with employees or share salary ranges/guidelines.

What do I do if I think my job description or title needs to be updated? Can I see example job descriptions from other parishes?

Questions or concerns about job descriptions or titles should be directed to the Business Manager, Pastor, or Principal. The Archdiocese does not share job descriptions with employees. Each job description is unique to the parish or school and should be created by the Business Manager, Pastor, or Principal to accurately reflect the essential job duties.

I'm a new Business Manager or Bookkeeper, how do I get training?

The Archdiocese hosts an annual Business Manager & Bookkeeper orientation. Please contact the Human Resources office by emailing hr@archdpdx.org to ensure we have your updated contact information. We will work directly with you to ensure you have all materials and training necessary.