



Job Title: Human Resource Generalist

Job Purpose: The Human Resource Generalist assists the Human Resource Manager by performing tasks involved in the following functional areas; full-cycle recruiting, compliance and record keeping, benefits administration, policy development, communications, employee relations, talent management, and general human resources day-to-day administration. Reporting to the Human Resource Manager, the Human Resources Generalist will perform all duties and responsibilities in support of Bay Area Church's mission to glorify God by making disciples, equipping families, and serving the world with the Gospel of Jesus Christ.

Team Assignments: Human Resources, as part of Operations

Interfaces: Church, school, and preschool staff members, volunteers, and other stakeholders as identified and appropriate.

Reports to: This position reports directly to the Human Resource Manager. This position does not exercise supervisory authority over any other position.

Primary Responsibilities:

Full Cycle Recruiting:

- Develop and maintain job postings as well external job boards and publications.
- Screen resumes, interview candidates, and assist managers in scheduling interviews with potential candidates for all divisions.
- Update, maintain, and facilitate new hire orientation and ensure that new employee paperwork is completed accurately.
- Assist with off-boarding employees leaving the company, including conducting exit interviews and terminating benefits.

Compliance/Record Keeping:

- Maintain compliant and accurate employee files.
- Manage TimeClock time off module, to include updates for change in employee status or new hires.
- Manage FMLA and employee LOA's; create, distribute, and maintain necessary documentation regarding employee medical leave and answer employee questions. Ensure the leave process and policy is followed consistently.
- Responsible for processing cycle for background checks.

Benefits Administration:

- Assist with processing benefits administration for newly-eligible employees by conducting benefit information sessions, collecting and reviewing benefits documentation, and entering data into provider accounts.
- Manage all benefit administration for existing employees for various qualifying life events and ensuring benefits are updated across various provider servers.

- Partner with HR Manager during Open Enrollment to educate employees on current benefit offerings, update them on any changes, review paperwork and ensure that all forms are submitted on time and changes are updated in benefit systems.
- Act as liaison between employees and benefit providers to answer questions and address concerns.
- Manage employee wellness initiatives by partnering with outside vendors and benefit providers and coordinating programs.

Policy Development/Communications:

- Partner with HR Manager to update, write, and edit existing and new company policy as needed.
- Create and maintain efficient cross-company communication to ensure that Human Resources and organizational policies and procedures are followed accurately and consistently.
- Train and educate employees on new policies and procedures.

Employee Relations/Talent Management:

- Work with the HR manager to provide guidance to management team and employees on employee relations issue, disciplinary actions, and other performance issues.
- Monitor the service tenure of employees and assist with distribution of service awards.

Human Resources Administration:

- Partner with HR Manager on various HR initiatives, policies and programs and assist with the day-to-day operation of the HR department.
- Act as a resource to both management and employees by offering support and guidance regarding company policy, procedures and practices.

Required Skills & Abilities:

- Bachelor's Degree or equivalent education/work experience.
- SHRM-CP or PHR certification preferred.
- 1-3 years of current work experience in a human resources, recruitment, or related field.
- Working knowledge of ADEA, FLSA, ADA, FMLA, Title VII, ACA and other applicable local, state and federal laws, and other practice areas, policies and procedures.
- Prior experience reviewing and creating HR policies and procedures.
- Must have intermediate computer skills in programs such as MS Word, Excel & Outlook, etc.
- Must have the ability to read and write at an advanced level in a business environment.
- Must be able to accurately process alpha/numeric information.
- Ability to work independently with limited supervision, multitask and possess strong initiative.
- Possess organizational and time management skills with ability to prioritize and be detail-oriented.
- Ability to establish and maintain effective working relationships with customers, vendors and fellow employees.
- Possess strong analytical skills and the ability to think logically, establish and follow procedures, instructions and make sound decisions.
- Ability to exercise independent judgment within established systems and procedures.
- Ability to consistently meet deadlines.