

VALLEY CHRISTIAN SCHOOL SYSTEM
Job Description Form

Job Title: Human Resources Generalist
Department: Business Office
Reports to: Director of Business Operations
Status: Non-Exempt
Position Type: Part-Time
Date Updated: 5/1/2021

Purpose Statement

The Human Resources Generalist will focus on employee relations, recruiting, process improvement, compliance, and compensation & benefits.

Responsibilities

- Administer compensation and benefit packages.
- Assist in talent acquisition and recruitment processes.
- Conduct employee onboarding and help organize training & development initiatives.
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise.
- Promote HR Programs to create an efficient and conflict-free workplace.
- Assist in development and implementation of human resource policies.
- Undertake tasks around performance management.
- Organize annual employee performance review.
- Maintain employee files and records in electronic and paper form.
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities.
- Ensure compliance with labor and ACA regulations.

Required Experience

- 5+ years of experience in a Human Resources Generalist role.
- 3+ years of employee relations work.

Required Education

- Bachelor's Degree in Human Resources, Organizational Development Business, Psychology or related field.
- Human Resources Certification

Knowledge

- HRIS or other record keeping system for Human Resources.
- Understanding of general human resources policies and procedures.
- Effective recruitment and record keeping strategies.

- Solid understanding of employment and labor laws.
- Excellent communication and people skills.
- Effective employee engagement strategies.
- Conflict resolution.
- Strong administrative skills.
- Computer, internet, copying & typing proficiency.