

Berean Christian Church
Dr. Kerwin B. Lee, Senior Pastor

Human Resources Generalist

Department: Administration

FLSA Status: Exempt

Reports to: Human Resources Director

Principle Role

The Human Resources Generalist is accountable to the Human Resources Director for administering human resources policies and procedures, benefits, compensation, training and development. They will manage the recruitment process. The Human Resources Generalist will also comply with all facets of employment labor, federal and state laws. Must be sensitive to the organization and business needs and employee relations.

Primary Responsibilities

The Human Resources Generalist is responsible for:

- Assisting with organizational personnel and payroll audits
- Assuring that entities are in compliance with federal, state and local employment and benefit laws and regulations
- Collaborating with HR Director to develop and maintain affirmative action program; files EEO-1 report annually via HRIS (ADP TotalSource)
- Conducting employee onboarding process
- Coordinating employee's and manager's professional development training
- Creating employee reports for audits and payroll via HRIS
- Documenting employee performance evaluations and ensuring they are done in a timely manner
- Ensuring USCIS Form I-9 Employee Eligibility Verification; performs routine I-9 audits
- Gathering information in order to assist HR Director with any investigation process as needed
- Helping with recruitment tasks (creating/updating job descriptions, posting positions, receiving and reviewing applications and participating in interviews)
- Maintaining all HR files and databases, records related to grievances, performance reviews/evaluations, disciplinary actions and exit interviews
- Partnering with HR Director to provide coaching, counseling and guiding managers before executing employee disciplinary action
- Processing payroll; which includes ensuring that vacation and sick time are accurately tracked in the payroll operating system
- Providing support to employees in various HR related matters; such as leaves of absence, compensation, policies and procedures and any other matters that may arise

- Reporting and monitoring all workers' compensation claims, follow-up on open claims with our dedicated ADP TotalSource WC Claim Specialist
- Supporting overall HR department's administrative duties to include phones, mail, email, fax
- Working with ADP TotalSource to process all Unemployment Notices of Entitlement and processing claims in a timely, efficient manner
- Performing other duties assigned by Human Resources Director

Required Education/Experience:

- Completion of college level business courses OR
- Bachelor's degree in Human Resources or related field preferred
- Three to five years of experience in the HR field or any similar combination of education and experience
- Experience in the administration of benefits and compensation
- Excellent communication with employees and all levels of leadership
- Employee Relations experience
- Payroll processing
- Exceptional work ethic and integrity