



South Central Conference of Seventh-day Adventist JOB DESCRIPTION

POSITION TITLE:	Human Resources Generalist
FT/PT:	Full-time (38.5+ per week may include some evenings and weekends)
CLASSIFICATION:	Exempt
REMUNERATION:	65%-95%
REPORTS TO:	Human Resources Director
SUPERVISES:	N/A
FUNCTION:	The Human Resources Generalist is responsible for completing and overseeing duties in the Human Resources Department that support both the organization as well as the employees. In the absence of the HR Associate Department Direction, the HR Generalist serves as the liaison for both internal and external entities.

GENERAL RESPONSIBILITIES:

- Responsible for monthly monitoring and reconciliation of benefits reports to vendors and to the payroll department.
- Responsible for completing monthly personnel change reports.
- Participates in the on-boarding process, including ensuring all NEI (new employee information) is collected.
- Enroll eligible employees in benefits (medical, retirement, etc.)
- Annually, will complete updates of employee service records.
- Create standard and electronic personnel files.
- Assist in monitoring and/or responding to inquiries via the HR email account.
- Complete verification of employment requests.
- Maintains accurate record of inventory.
- Assist in clerical/secretarial duties as needed, necessary or requested.

OTHER

- Attend worship on a regular basis.
- Attend monthly staff and departmental meetings.
- Other duties as required or necessary.

MARGINAL DUTIES & RESPONSIBILITIES:

- May present/lead worship.
- May assist in other departments beyond regular department, as necessary or required.

QUALIFICATIONS:

Must be committed to Jesus Christ, the beliefs and mission of the Seventh-day Church, and a Seventh-day Adventist church member in regular standing. If transferring into South Central Conference, must transfer membership within 6 months of hire.

Education & Experience:

- Master's Degree in Human Resources or related field, preferred.
- SHRM certified preferred.
- Bachelor's Degree in Human Resources or related field with 2+ years' related experience, or 6 years related experience without a degree.
- Must pass background check(s).

Language/Writing Skills:

- Must have excellent verbal skills.
- Must have the ability to communicate effectively to diverse group(s) of people in varied settings.
- Must be able to write in a logical, clear, and grammatically correct way.
- Bi-lingual Spanish speaking, reading, and writing helpful.

Reasoning Ability:

- Must have the ability to read, analyze and interpret common reports and documents.
- Must be able to respond to the needs and/or request of constituents, supervisors and others in a professional and timely manner.
- Must have the ability to plan and organize in a logical manner.
- Must be able to prioritize and multi-task in an efficient manner.

Physical Demands:

- Must be able to stand and walk up to 2/3 or more of the time.
- Must be able to sit up to 2/3 of the time.
- Must be able to use hand and/or fingers up to 2/3 or more of the time.
- Must be able to lift up to 25lbs up to 1/3 of the time.
- Must be able to hear and talk 2/3 or more of the time.
- Must be able to stoop, kneel, crouch, or crawl 1/3 to 2/3 of the time.
- Must be able to reach over shoulders 1/3 to 2/3 of the time.
- Must be able to climb stairs up to 2/3 of the time.
- Must have clear vision up to 20 inches minimally.

Equipment Used:

- Must be proficient in the use of the computer and various software packages. (Microsoft Office required including Excel, Word, PowerPoint, Outlook)
- Must be able to use a standard telephone.
- May have to use general office equipment including fax machine, copier, calculator, typewriter, etc.

Work Environment:

- Must be able to work in an office setting with moderate to loud noise levels.
- May be exposed to outdoor weather conditions 1/3 to 2/3 of the time.
- Must be able to travel locally and regionally.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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