

## Job Opportunity



## Competitive

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**Position:** Human Resources/Payroll Coordinator      **Job Vacancy Notice#:** RC-11-05

**Location:** The Rock Church – Human Resources Department

**Salary Range:** Negotiable Depending on Experience

**Employment Category:** Regular Full-Time, Non-Exempt

**Opening Date:** 11 April 2005

**Closing Date:** Open Until Filled  
1<sup>st</sup> Cut-Off Date 22 April 2005

**Area of Consideration:** All Sources

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**Brief Description of Major Duties:** The Human Resources assistant will be the first point of contact for all applicants applying at the Rock Church. The assistant will provide job information and how to apply for available positions. The incumbent will also perform a wide variety of Human Resources and other administrative support functions requiring a general knowledge of recruitment, employee benefits, worker's compensation and training. Provides guidance and assistance to staff in the execution of established personnel policies and procedures. Processes unemployment compensation; group insurance; 403b, worker's compensation and payroll. Conducts new hire orientation and exit interviews. The HR Assistant will also provide administrative support to the HR Director. Works under the direct supervision of the Human Resources Director. Routine work is performed independently. Detailed instructions are provided when performing new or procedurally complex duties. Coordinates all the functions of the Human Resources Department, including recruitment, benefits and worker's compensation. Responsible for managing employee databases and files, provides analysis and timely reporting and processing bi-monthly payroll. Assists in creating job announcements and updates the website with current job openings. Reviews and screens resumes, conducts prescreen interviews and refers qualified candidates to the HR Director. Working knowledge of applicable state and federal laws to ensure Human Resources practices and recruitment programs are in compliance with government laws and regulations. Perform Human Resources administrative tasks including maintenance of personnel files, preparing offer letters, employment reference checks and employment paperwork. Ensure that all new employees are entered into the personnel software program. Coordinate training and orientation schedules. Responds to routine employee questions regarding employment and benefits coverage.

**Qualifications & Requirements:** Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). One to two years of experience in Human Resources and/or payroll. Ability to interpret and apply rules and policies applicable to Human Resources. Must have knowledge of established clerical procedures. Professional attitude and demeanor and customer focus. Must possess strong interpersonal, written and verbal communication skills. Must have excellent organizational and time management skills. Self-motivated and goal oriented; use of good judgment and initiative; flexible, innovative. Reading, writing and oral proficiency in the English language. Excellent computer skills to include word processing, basic spreadsheet, Outlook and other industry-specific programs. Able to create and manage a database and be able to extract information. Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Must adhere to policies and procedures as stated in the Rock Church employee handbook. Member of the Rock Church (or willing to transfer membership to the Rock Church).

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To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, the Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

*To apply: visit the website at [www.therocksandiego.org](http://www.therocksandiego.org) to download the application; mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.*