



**JOB DESCRIPTION**

Position: **Human Resources Generalist**

Reports to: **Human Resources Director**

Position Status: **Full-Time, Exempt**

Department : **Human Resources**

Effective: **February 2010**

Replaces: **New Position**

Position Number: **RC-07-10**

Posting Date: **February 9, 2010**

1<sup>st</sup> Closing Date: **February 16, 2010**

**Position Summary:** The Human Resources Generalist assists in the day-to-day operations of the Human Resources Department and is responsible for providing expertise, guidance, advice, and support in various areas of HR while working to maintain the integrity of established policies and procedures. The Human Resources Generalist works under the direct supervision of the Human Resources Director.

**Job Responsibilities and Duties:**

1. Responsible for the posting and filling of open positions, which includes ensuring all required new position paperwork is obtained, reviewing employment applications and scheduling and conducting prescreen interviews and reference checks.
2. Provides in-depth guidance and support to Managers for the recruitment of all positions. This will include developing job descriptions, coaching on interviewing best practices, leading recruitment initiatives and ensuring completion of all required paperwork.
3. Networks with other ministry resources to recruit highly qualified, ministry-minded individuals.
4. Administers and scores aptitude, personality, and interest tests with applicants and follows up with individuals to highlight their strengths and areas of growth opportunities.
5. Prepares new hire paperwork and conducts new hire orientation, including sexual harassment training.
6. Updates and audits employee files to document personnel actions and to provide information for payroll and other uses.
7. Responds to requests from staff in a timely fashion, ensuring the highest level of customer service, professionalism, integrity and follow through.
8. Counsels, coaches and directs Supervisors and Managers on appropriate courses of action for employee relation issues. Applies HR and Christian dispute resolution principles, theories and concepts based on in depth HR knowledge. Leads personnel into resolution of employee issues.
9. Provides ongoing training and support for supervisors and managers on governance, effective performance review administering and coaching techniques.
10. Enhances Human Resources Department by researching and integrating established "best practices" of other innovating ministries and businesses.
11. Records employee information such as hire date, compensation, benefits, attendance, performance reviews or evaluations, and termination date and reason.
12. Examines employee files to answer inquiries and provides information to authorized persons.
13. Compiles data from personnel records and prepares reports as necessary.
14. Assists in the administration of employee benefits, worker's compensation claims and unemployment.
15. Assists in the planning and organization of employee events and functions.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Director of Human Resources.

### **Job Skills and Requirements:**

1. Bachelor's degree in a related field is preferred but not required.
2. Three to five years related experience and/or training; or equivalent combination of education and experience.
3. Knowledge of HR principles, practices, laws and administration.
4. Must be able to maintain confidentiality.
5. Demonstrated skills and techniques to recognize problems, issues and situations, and apply resourcefulness in finding appropriate solutions to mitigate potential negative effects. Ability to follow-through to ensure effective resolution.
6. Proven ability to interact in a consistently positive manner with external clientele, including applicants, volunteers, vendors, visitors and guests, using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech.
7. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church and Human Resources.
8. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
9. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint)
10. Ability to be firm but gracious in dealing with staff and ministry leaders.
11. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism.
12. Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in group problem-solving situations; strong team player who meets commitments.
13. Ability to work in a high volume environment while maintaining solid productivity and quality of work.
14. Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.

### **Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

## **Physical Requirements**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.