

Job Opportunity



Competitive

Position: Human Resources Assistant

Job Vacancy Notice#: RC-31-08

Location: The Rock Church – Human Resources

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Non-Exempt

Opening Date: 30 September 2008

Closing Date: 6 October 2008

Area of Consideration: All areas.

Brief Description of Major Duties: The HR Assistant assists in the day to day operations of the human resources department, as well as compiles and maintains personnel records. The HR Assistant works under the direct supervision of the Human Resources Generalist.

Qualifications & Requirements: **Hiring Process:** Regularly communicates with applicants to confirm receipt or status of application and progress of interview process. Processes employment applications and enters data into applicant database. Schedules interviews. Prepares new hire paperwork and administers to new hire prior to start date. Administers and scores aptitude, personality, and interest tests, including but not limited to, Workstyle Preference (WSP) and Emotional Intelligence (EQ) tests. **Compliance:** Records employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, and termination date and reason. Updates and audits employee files to document personnel actions and to provide information for payroll and other uses. Regularly audits personnel files, I-9 binder, Workman's Comp Log as well as other to ensure 100% compliance with state and federal regulations and practices. Compiles data from personnel records and prepares reports. Examines employee files to answer inquiries and provides information to authorized persons. Prepares and files reports of accidents and injuries at establishment. **Benefits:** Serves as primary point of contact and resource to field employee benefits related questions and requests. Serves as liaison to insurance providers which includes submitting enrollments and providing information for claim research. Compiles and maintains records for use in employee benefits administration. Prepares insurance bills for reconciliation by accounting. **Special Events:** Assists in the planning and organization of employee events and functions, including but not limited to New Hire Orientation, monthly staff breakfast, Staff Summer Bar-be-que and Christmas Party.

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 Human Resources Generalist.

Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events. Works well with timelines and short deadlines. Proven ability to identify and resolves problems in a timely manner, uses resources creatively and demonstrates ability to follow through to ensure effective resolution. Works well in group problem solving situations; strong team player. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly and concisely. Responds promptly to requests for service and assistance; meets commitments. Listens and gets clarification; responds well to questions. Ability to work in a high volume environment while maintaining solid creativity and quality. Demonstrates accuracy and thoroughness. Self-motivated and flexible with strong organizational skills. Ability to speak clearly and competently in positive or negative situations. Skilled in diplomacy. Ability to interact with other ministry leaders and or personnel in a positive and customer focused manner. Excellent verbal and written communication skills. Legible writing skills. Edits work for spelling and grammar. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint) Ability to work independently or in a team-oriented environment. Ability to recognize and maintain confidentiality as appropriate. Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of the Rock Church A.R.M.Y.

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 please visit the website at www.therocksandiego.org and fill out the application. Email application and resume to hr@therocksandiego.org. Or mail application and resume to 2277 Rosecrans, San Diego CA 92106, Attn: Human Resources. All mailed applications must be received by the closing date to be considered for the position.