

Bon Air Baptist Church
A place to belong...A place to become
Job Description: HR Generalist

Immediate Supervisor: Lead Pastor BABC

FLSA Status: Non-Exempt – Part-Time

SUMMARY:

Under the general supervision of the Lead Pastor, the HR Generalist (HRG) performs a variety of functions including: employment, compensation, benefits, employee relations, recruiting, compliance, and other services as required.

DUTIES AND RESPONSIBILITIES:

This document in no way implies or states that these are the only duties to be performed by the HRG.

Develops and maintains HR systems and personnel records, including job descriptions, compensation increases, wage and tax documentation, health insurance enrollments, performance reviews, recruiting files, training, salary surveys, new employee orientation, exit interviews, policies, and other related items as required.

Administers health and welfare plans and processes documentation to ensure accurate record keeping and proper deductions.

Counsels staff and employees to assist in the resolution of concerns and grievances. Advises staff of appropriate resolution of grievances.

Recommends policy or procedure changes as necessary to ensure compliance with local, state, or federal legal requirements.

Prepares payroll for processing ensuring that all deductions for benefits are accurate and maintains vacation, sick leave, and holiday eligibility.

Develops a recruiting plan with the staff manager, screens, tests (where needed), schedules interviews, and prepares all applicant correspondence.

Manages new hire orientation process and offboarding process.

Conducts annual benefit training and re-enrollment.

Monitors Performance Management System for improvements and conducts training as necessary.

Assists in analyzing salary and benefit surveys to ensure competitive compensation.

Recommends a salary matrix for increases based upon: Employees' performance rating, position in the salary range and budgeted for the year.

Provides projected costs for benefits annually to include any recommendations for changes.

Assists in implementing Emotionally Healthy Spirituality principles across the organization.

Conducts or arranges for training where required.

QUALIFICATION

Education and/or Experience

Bachelor's degree and three (3) to five (5) years of experience; and/or SHRM certification with three (3) to five (5) years of related experience

Strong interpersonal skills both oral and written

Excellent computer skills particularly with MS Office

Experience with Dominion Payroll a plus

SKILLS

Planning/Organizing—the individual will be efficient, detail-oriented, and will plan and prioritize work activities while maintaining realistic goals and objectives.

Problem Solving—identifies, gathers, and analyzes information skillfully, and then resolves situations.

Adaptability—accepts changes and is able to react properly to unexpected events.

Dependability—able to respond to staff direction, follows direction, submits work on time, and seeks feedback to improve performance.

Compliant – will act with professionalism and integrity while ensuring confidentiality.

Safety and Security—uses equipment and materials properly and promotes excellent safety and security protocols.

WORKING CONDITIONS

Typically sits for extended periods of time. Must be able to see, hear, use fingers of touch and feel, use hands and arms to reach, lift (up to 40 lbs.) and stand and walk for short periods of time.

The work environment is typically what an employee would encounter when performing the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Email resume to Lori Blakeney, Administrative Manager, at lori.blakeney@bonairbaptist.org