

# Human Resources Generalist



## Full-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. This position is part of a team responsible for performing professional level Human Resources (HR) duties specific to benefit administration, recruitment, onboarding, performance management, training, and employment law compliance.

### DEPARTMENT

Support Ministry

### REPORTS TO

Director of Human Resources

### TEAM

Human Resources

### DIRECT REPORTS

None

### WORK WEEK

MON - FRI

### HOURS PER WEEK

40+

### FLSA

Exempt

### JOB CLASS

Professional

### MINISTER DESIGNATION

No

### DRIVING REQUIRED

No

### PRIMARY DUTIES AND RESPONSIBILITIES

1. Supports all HR processes related to the employee life cycle and ensures a positive team, supervisor, and employee experience.
2. Leads recruitment, selection, and onboarding effort for all positions; writes and places job announcements.
3. Assists in the administration of compensation, salary, and job evaluation programs. Conducts job analyses and develops and updates job descriptions as needed.
4. Responds to employee and/or manager questions and concerns according to HR policies, benefits guides, and procedures. Refers complex or escalated issues to the Director of Human Resources.
5. Collects, reviews, and approves documents to ensure compliance with OHC policies and legal requirements; conducts audits as appropriate.
6. Administers employee benefits across all product offerings; participates in annual Open Enrollment benefits program including facilitating and organizing.
7. Participates in developing department goals, objectives, and systems. Assists in review, development, and implementation of employee policies and procedures.
8. Plans, develops, and implements training activities. Facilitates ongoing training / education sessions on a variety of HR-related topics including New Employee Orientation.
9. Partners with appropriate individuals/departments on planning events and employee activities.
10. Assists in counseling/investigations regarding escalated employee concerns and issues.
11. Participates in team and church-wide staff meetings, initiatives, and special projects as required. Provides input to HR programs and practices.
12. Other duties and responsibilities as assigned.

# Human Resources Generalist



## Full-Time

### OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

### MINIMUM QUALIFICATIONS

1. Bachelor's Degree with a concentration in Human Resources Management from an accredited college or university. OR,
2. Two (2) years of college from an accredited college or university. PLUS, four (4) years of progressively responsible professional experience in Human Resources. OR,
3. High School diploma or GED. PLUS, eight (8) years of progressively responsible professional experience in Human Resources.
4. Related experience may be considered.
5. Bilingual in English and Spanish a plus.

### KNOWLEDGE AND ABILITIES

1. Knowledge of principles, practices, and techniques of human resources administration.
2. Knowledge of statistical analysis and other research methods and procedures.
3. Knowledge of position/job analysis and labor market survey procedures and techniques.
4. Knowledge of employment laws and practices.
5. Knowledge of computer office applications and equipment.
6. Knowledge of English grammar and vocabulary.
7. Ability to work independently with limited supervision.
8. Ability to analyze complex data and develop clear and concise written reports and presentations.
9. Ability to protect the organization's value by keeping information confidential.
10. Ability to plan and coordinate complex assignments.
11. Ability to use computers and a variety of software applications.
12. Ability to work independently with limited supervision.
13. Ability to communicate clearly and effectively through both verbal and written means.
14. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
15. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

### PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

**REVISED:** November 2025