

POSITION TITLE: HR GENERALIST

Who We Are

Cristo Rey Orange County High School is a Catholic school in Santa Ana, CA, and is part of the national Cristo Rey Network. Cristo Rey schools use a rigorous academic model, supported by best practices in instruction and assessment, to prepare students with a broad range of intellectual abilities for college and life. Cristo Rey Network schools employ an innovative Corporate Work Study program that provides students with real-world work experiences. In this unique model, every student works to fund half of the cost of their education while gaining job experience and skills, exposure to different leaders and cultures, and growing in self-confidence. Students work in various corporate and business settings including law firms, banks, hospitals, universities, and other professional organizations.

Want to learn more about us? Visit our [website](#).

Position Summary

Cristo Rey Orange County is seeking a dedicated, mission-driven team player with a growth mind set who wants to be part of the Cristo Rey community. The HR Generalist position will support the functions of the HR department for the organization. The position will work under the CFO's direction to complete and support a variety of tasks in support of the Business Office department operations.

Roles and Responsibilities

Understand, embrace and implement the school's mission and philosophy as written in the Mission Effectiveness Standards, participate in the Christ-centered life of the school; and model the school's philosophy in working with students, parents, colleagues and administration.

Essential Duties

- Oversight and management of HRIS
- Responsible for personnel file management, including physical and digital files to ensure documents are accurate and current
- Knowledge of federal, state, and local employment laws and regulations
- Online payroll submission and processing
- Time and attendance tracking including vacation, personal and sick time
- Provides administrative support for medical and 403b benefits
- Supports new hire onboarding process
- Coordinate background check, and fingerprinting processing
- Assist department managers with recruiting efforts through creation of job description, posting on relevant career and industry specific sites, resume screenings, and coordination of interviews
- Ensures school compliance of safety standards set by OSHA and local regulatory agencies

- Assist leadership team and employees in following proper protocols in the event of workplace accidents and administer workers compensation claims
- Supports employee performance review process
- Oversee compliance of mandatory trainings for school personnel
- Maintains knowledge of HR best practices, regulatory changes, and new technologies in human resources, talent management, and employment law
- Performs and assumes other duties as assigned by the CFO

Qualifications and Skills

- Bachelor's degree in Business, Human Resources or related field, or equivalent combination of education and work experience
- Minimum of five years in payroll and human resource experience, preferably in a non-profit setting or school
- Knowledge of the teachings of the Catholic Church
- HR association certifications preferred
- Must be organized, results oriented, and attentive to detail and accuracy
- Excellent written and verbal communication skills, along with professional demeanor
- Excellent organizational and time management skills
- A team player who can deal effectively and proficiently with a variety of people
- Ability to maintain strict confidentiality
- Proficient in Microsoft Suite (especially Excel)

Other

- FLSA Status: Non-exempt
- Reports to: CFO
- Salary Information: \$30-\$35 per hour commensurate with education and experience.
- Work Schedule: This is a 30-hour per week position with the possibility of more hours in the future as the school continues to grow.

How to Apply

If you would like to be considered for this position, please send one PDF document which includes your resume and cover letter sharing why you think you are qualified for this position to careers@cristorevoc.org with "HR Generalist" in the subject line.