

## **POSITION TITLE: SENIOR 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 mindset who wants to be part of the Cristo Rey community. The HR Generalist will serve as a strategic partner to leadership through expert management of HR policies, programs and compliance. This role requires independent judgement and decision-making in areas such as employee relations, talent acquisition, administration, and HR law compliance.

### **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 and Responsibilities**

#### **Administration/Compliance**

- Oversight and management of HRIS
- Responsible for personnel file management, including physical and digital files to ensure documents are accurate, current, and complete.
- Online payroll submission and processing
- Time and attendance tracking including vacation, personal and sick time
- Provides administrative support for medical and 403b benefits
- Oversee compliance of mandatory trainings for school personnel
- 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
- Manage employee handbook revisions, including the development and revision of policies, as applicable.

- Performs and assumes other duties as assigned by the CFO

### **Talent Acquisition & Onboarding**

- Assist department managers with recruiting efforts through development of job description, posting on relevant career and industry specific sites, resume screenings, and coordination of interviews
- Supports new hire onboarding process and coordinates background check and fingerprinting processing

### **Employee Relations**

- Support employee relations by resolving employee conflicts, conducting thorough investigations, and advising managers on corrective actions
- Supports employee performance review process

### **Qualifications and Skills**

- Bachelor's degree in Business, Human Resources or related field, or equivalent combination of education and work experience
- Minimum of 10 years in payroll and human resource experience, preferably in a non-profit setting or school
- Knowledge of HR best practices, federal, state, and local employment laws and regulations
- Knowledge of the teachings of the Catholic Church
- HR association certifications preferred
- Must be a motivated self-starter, organized and results oriented
- Excellent written and verbal communication skills, along with professional demeanor
- 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: Exempt
- Reports to: CFO
- Salary Information: Salary will be commensurate with experience and is expected to be in the range of \$80,000 to \$90,000. Eligible for healthcare benefits (medical, dental, and vision), paid holidays, vacation, and retirement plan.
- Work Schedule: Full time; 12-month
- Cristo Rey is an eligible nonprofit employer for the Federal Public Service Loan Forgiveness (PSLF) Program.

### **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 are qualified for this position to [careers@cristorevoc.org](mailto:careers@cristorevoc.org) with "Senior HR Generalist" in the subject line.