

## **SENIOR HR GENERALIST**

Santa Ana, CA | Full-Time, Exempt | \$80,000 - \$90,000/year | *Onsite*

OneOC is proud to partner with Cristo Rey Orange County High School to recruit this exceptional opportunity apply now!

### **About Cristo Rey Orange County High School**

Cristo Rey Orange County High School is a Catholic, college-preparatory school committed to transforming lives through education, faith, and opportunity. As part of the national Cristo Rey Network, we serve students of limited economic means through a rigorous academic curriculum paired with our innovative Corporate Work Study Program.

In this unique model, our students gain real-world professional experience while helping to fund their education building confidence, skills, and exposure to diverse career paths

### **The Opportunity**

This is more than a generalist role.

Cristo Rey Orange County High School is seeking a Senior HR Generalist to serve as a trusted advisor and strategic partner to the President and leadership team.

This is a high-impact, “HR team of one” role ideal for a seasoned HR professional who thrives in building structure, ensuring compliance, and supporting a mission-driven community.

You will lead all core HR functions, including payroll processing, compliance, employee relations, and talent acquisition, while helping shape the employee experience across the organization.

### **What You’ll Lead & Own**

Grounded in the Mission Effectiveness Standards, you will actively support and model the Christ-centered mission of Cristo Rey Orange County High School integrating faith, professionalism, and service in all interactions with students, families, colleagues, and leadership.

### **Strategic HR Leadership**

- Partner directly with the President and leadership team on HR strategy and organizational effectiveness
- Build and strengthen HR infrastructure, systems, and processes
- Serve as a coach and advisor to managers on employee matters



## **Payroll, Compliance & HR Operations**

- Own full-cycle payroll processing using Gusto, ensuring accuracy, timeliness, and compliance
- Ensure compliance with California employment laws, wage and hour regulations, OSHA, and applicable agencies
- Oversee HRIS, personnel records, and audit-ready documentation
- Manage timekeeping, leave tracking, and reporting
- Administer benefits (medical, dental, vision, 403(b) )and support employee inquiries
- Lead employee handbook updates and policy development
- Oversee workplace safety and workers' compensation claims
- Track and ensure completion of required trainings

## **Talent Acquisition & Onboarding**

- Lead full cycle recruitment: job design, sourcing, screening, and interview coordination
- Partner with hiring managers to attract mission-aligned and values driven talent
- Manage onboarding, including background checks and fingerprinting
- Leverage networks, including the Cristo Rey community, to strengthen candidate pipelines

## **Employee Relations & Performance**

- Lead employee relations efforts, including investigations and conflict resolution
- Advise managers on performance management, coaching, and corrective action
- Support and enhance performance review processes
- Foster a positive, equitable, and mission-aligned workplace culture

## **What You Bring**

- Familiarity with, or openness to, the teachings and mission of the Catholic Church, along with a commitment to building a vibrant organizational culture aligned with Cristo Rey's mission and Catholic identity.
- Bachelor's degree in human resources, Business, or related field (or equivalent experience)
- 7-10+ years of progressive HR experience, ideally in a nonprofit or educational setting
- Demonstrated experience managing payroll processing (Gusto preferred)
- Strong knowledge of California employment law and HR compliance
- Proven ability to operate independently in an HR team of one environment



- Experience advising leadership and handling complex employee relations matters
- Highly organized with strong attention to detail and sound judgment
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office (especially Excel) and HR systems
- HR certification (PHR, SPHR, SHRM-CP/SCP) preferred

### **Why Join Cristo Rey Orange County High School?**

- Be part of a mission-driven organization transforming students' lives
- Opportunity to build and shape HR infrastructure in a growing school
- Direct partnership with executive leadership
- Access to a national network of 41 Cristo Rey schools

### **Compensation & Benefits**

- Salary: \$80,000 – \$90,000 annually (commensurate with experience)
- Medical, dental, and vision insurance (school covers ~80% of base plan)
- 403(b) retirement plan with employer contribution
- Generous paid time off and holidays, including Christmas and New Year's break
- Eligible employer for Public Service Loan Forgiveness (PSLF)

### **How to Apply**

Interested candidates should submit a resume and cover letter to [MEchevarria@OneOC.org](mailto:MEchevarria@OneOC.org) with the subject line "**Cristo Rey Senior HR Generalist.**" Resumes will be reviewed on a rolling basis until the position is filled. Any resumes sent or telephone calls made to Cristo Rey will be redirected to OneOC.

Note: This job announcement is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

*Cristo Rey is an equal opportunity employer and encourages candidates from all backgrounds to apply.*



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