

# Human Resources Generalist

## Position Description

The Human Resources Generalist is responsible for maintaining all personnel records, implementation of employee benefits programs, complying with all relevant labor laws, and processing of employee claims and grievances.

## Essential Responsibilities

- Meet with new employees, explaining and processing benefits, including benefit open enrollment.
- Process COBRA applications, letters, and billing; maintain records.
- Process and maintain Workers Compensation injury reports and follow up on claims.
- Maintain staff and student worker pay grid.
- Facilitate clear and updated job descriptions for all positions.
- Maintain a yearly, formal staff evaluation process.
- Coordinate all staff recruiting efforts.
- Ensure compliance with all applicable labor laws. Keep abreast of legislative changes and drive appropriate action by the University.
- Serve as an internal consultant to employees and supervisors regarding HR issues.
- Receive questions and grievances from staff, facilitating positive resolution.
- Recommend a variety of HR actions, such as merit increases, disciplinary actions, and promotions.
- Maintain all personnel documents and records with full confidentiality.
- Serve as backup for payroll and review accuracy of payroll each payperiod.
- Conduct exit interviews. Analyze and communicate trends.
- Coordinate mandatory employee training such as sexual harassment, safety, etc.
- Other duties as assigned by supervisor.

## Qualifications

- Bachelors Degree or equivalent required.
- Prior HR experience, PHR and/or education strongly preferred.
- The ability to:
  - Work independently and balance competing priorities
  - Gather, organize and analyze data, draw conclusions and make recommendations
  - Communicate complex information clearly and professionally to a variety of people
  - Establish and maintain working relationships with administration, faculty and staff
  - Represent the University with tact and diplomacy
  - Resolve problems creatively and positively
  - Exercise objectivity and independent judgment
  - Maintain confidential information

## Lifestyle Standards

Recognize, understand, and agree to live by the moral and ethical standards of Bethany University as outlined in the Assemblies of God Statement of Fundamental Truths and the Bethany University Statement of Faith.

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## Salary/Compensation

This is a part-time or full-time position. Salary is commensurate with education and experience and includes a generous benefits package.

**Application Process**

Applicants who meet the qualifications listed above may submit a letter of interest and resume to Human Resources using the contact information listed below. The position will remain open until filled.

Contact information:

Melissa Richardson, Director of Business

800 Bethany Drive

Scotts Valley, CA 95066

[resumes@fc.bethany.edu](mailto:resumes@fc.bethany.edu)

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