



## **JOB DESCRIPTION**

**Position:** Human Resources Generalist  
**Location:** The Pastoral Center, CFCS  
**Position Status:** Full Time  
**Schedule:** Monday – Friday  
**Category:** Non-Exempt  
**Compensation:** \$23.00 - \$27.00 per hour, D.O.E.

**Supervisor:** Reports to the Human Resources Manager or other manager as assigned.

**Job Summary:** The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with senior HR management in supporting Catholic Funeral and Cemetery Services (CFCS). This position carries out responsibilities in the following functional areas: benefits administration, payroll, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.

### **Essential Functions:**

#### **Department Administrative Functions:**

- Compile and record employee time and payroll data. May compute employees' time worked, production and commissions. May compute and post wages and deductions or prepare paychecks.
  - Compile payroll data such as garnishments, vacation time, insurance and 403(b) deductions.
  - Review timekeeping data to ensure completeness and accuracy.
  - Contact various department supervisors regarding incomplete time records.
  - Process semi-monthly transfer of payroll data to payroll vendor.
  - Compile internal management reports from payroll system software.
- Prepare and maintain employee files for CFCS staff.
- Maintains various HR filing systems for completeness and accuracy.
- Maintains human resource information system records and compiles reports from the database.
- Maintains company organizational charts and the employee directory.
- Provide support to CFCS employees and managers as needed.



### **Staffing and Development Functions:**

- Post and track Job Announcements.
- Conducts recruitment effort for all exempt and nonexempt personnel, students, and temporary employees; writes and places advertisements.
  - Coordinates and attends job fairs
- Track all incoming resumes for CFCS positions.
- Coordinate all necessary communication with candidates such as requests for additional material as needed.
- Follow retention guidelines such as maintaining resumes electronically for two years.
- Coordinate process for third party background checks.
- Facilitates or provides training (including orientation) to the workforce.
  - Prepares materials for onboarding and conducts safety orientation.
- Assign and track completion of Anti-Sexual Harassment course for all positions.
- Assists with the annual performance evaluation program.

### **HR Compliance and Service Functions:**

- Administers various human resource plans and procedures for all company personnel.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Participates in developing goals, objectives, and systems.
- Partners with employees and management to communicate various human resource policies, procedures, laws, standards, and government regulations.
- Assists with employee relations issues such as employee complaints.
- Assists with employee relations counseling, outplacement counseling and exit interviewing.
- Conducts exit interviews, analyzes data, and makes recommendations to the management team for continuous improvement.
- Responds to Equifax claims and represents the company for any unemployment claims.

### **Benefits Administrative Functions:**



- Assists Benefits Manager with administering benefits and leave of absence programs.
  - Assists with the annual open enrollment process and conducts employee benefit seminars as appropriate. Ensure that all communications materials remain current and accessible to employees.
  - Conduct benefits orientations and explain benefits self-enrollment system to employees.
  - Process benefits payroll deductions forms within required time limits to meet payroll.
  - Administer monthly insurance invoice reconciliation with payroll deductions.
  - Oversee and maintain Workmen's Compensation Claims.

Performs other related duties as required and assigned.

**Minimum Qualifications:**

**Education:** Bachelor's or Associate degree in Human Resources, Organizational Development, Business Administration or related field.

**Experience:** Three to five years' human resource experience in the following areas: performance management, administration of payroll, oversight of Worker's Compensation Claims, and conflict resolution.

**Skills / Knowledge:** Practicing Catholic with excellent written and verbal communication skills; ability to present material to a large audience; proficient in Microsoft Word, Excel, and computerized software; able to quickly establish rapport; able to work independently; is a self-starter and task oriented; able to maintain strict confidentiality; able to analyze information; possesses professional temperament and appearance; able to work and relate to a variety of personalities and cultures.