



Position Details

Job Title: Human Resource Generalist

Reports to: Chief Business Officer

Status: Full Time, Non-Exempt

Pay Rate: \$27

Job Description:

As the Human Resource Generalist, you will be responsible for overseeing all aspects of our Human Resource Department and implementing effective strategies to support the organizations goals and objectives. This position requires HR knowledge of best practices and the ability to drive positive change within the Fresno Mission.

What you'll do:

- Recruits, screens, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental directors to understand skills and competencies required for openings. Acquires employee eligibility verifications.
- Administer new employee orientations and ensure that all onboarding training is complete. Assists with continual development and refinement of company onboarding process.
- Manages employee benefit plans and assists employees with benefits questions and issues as necessary.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Manages Employee Leave of Absence requests and maintains tracking sheet to ensure accurate and complete files related to employees' Leaves of Absence.
- Facilitates and/or provides training to the workforce
- Perform fact finding activities related to new WC claims and maintain up to date and accurate records of existing claims ensuring any communications with claimants and carriers are properly documented in files a
- Handles employee relation issues such as complaints, harassment allegations, and civil rights complaints
- Ensure that the Mission remains compliant with federal, state, and local regulations and recommended best practices; reviews policies and practices to maintain compliance.
- Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Maintain Human Resource Information System by entering new and updated employee

information as required.

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, certifications, etc.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Other duties as assigned.

Required Knowledge, Skills, and Abilities:

- High school diploma or GED is required. A Bachelor's degree in Business Management or Human Resources is preferred.
- A minimum of 2 years HR experience preferred
- Must be highly customer service oriented and a team player
- Must be able to build productive relationships across all levels of an organization.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office programs including Word, Outlook, PowerPoint, and Excel
- A mature walk with Jesus Christ and able to articulate Biblical beliefs and their application within the context of the Fresno Mission.
- Must be in agreement with the Statement of Faith of the Fresno Mission.

Application Process:

Individuals interested in being considered for this position should email the following documents:

1. Letter of interest which includes a narrative detailing how you believe you qualify for this position.
2. An updated resume.
3. The names, email addresses, and phone number of three references.

Please email all documents to HR@fresnomission.org

No phone calls