



FIRST BAPTIST ARLINGTON

Job Description for: Human Resource Generalist

Date: August 2024

Name: _____

General Information

Department: Coordination
Supervisor: Executive Financial Officer
Staff Category: Manager (Director Level Benefits)
Status: Full-time
Overtime Status: Exempt

Job Summary

Responsible for all Human Resource systems, policies and functions for the Church

Core Responsibilities/Tasks

- Employee Relations which includes assisting the Ministry Lead Team by:
 - providing a sounding board for all employees to discuss professional and personal challenges and opportunities.
 - providing conflict resolution input.
 - planning and execution of training for staff.
- Performance Management and Evaluation including:
 - partnering with leadership to maximize the Church's performance management program and documentation.
- Human Resources and Benefits Documentation including:
 - maintaining all human resources and benefits electronic and physical files.
 - annually reviewing and updating of the Employee Handbook and other policy documents.
- Hiring and Compensation including:
 - supporting the hiring of qualified job candidates for open positions by coordination with ministry supervisors to understand the skills and competencies required for openings.
 - providing input regarding the Church's compensation structure.
- Onboarding and Transitions from Employment including:
 - evaluating onboarding processes for all new employees and assisting managers to provide consistent and successful onboarding of new employees.
 - providing guidance to appropriate supervisor and staff for employee terminations and other transitions, including exit interviews, as appropriate.
- Benefits Administration including:
 - oversight of our vendors' administration of our employee benefits (including health insurance, 403(b) plan, HRA plan, and FSA plan)
 - management of open enrollment processes

- Payroll Processing Oversight
- Provide reports to the Personnel Committee and the congregation as needed and requested
- Optimize use of technology for all human resource processes
- Accomplish all other duties as assigned by supervisor

Minimum Job Requirements

- Committed follower of Jesus Christ and an active member of a Christian church, but not a member of FBCA
- Education: College degree
- Experience: 3 years in field
- Excellent interpersonal, negotiation and conflict resolution skills, written and verbal
- Ability to prioritize tasks and see a project to completion
- Working knowledge of multiple human resource disciplines, including compensation practices, organizational diagnosis, employee relations, diversity, performance management, and federal and state employment laws.
- SHRM Certified Professional (SHRM-CP) or PHR credential preferred

Minimum Office Equipment/Computer Proficiency

- Knowledge of Microsoft Office
- Advanced computer proficiency
- Ability to evaluate and improve utilization of existing and new computer systems

Supervisory Responsibilities

- Payroll Processing Assistant

Expectations

Each employee is expected to embrace and live out the core values of First Baptist Church of Arlington embodied in "Glorifying God by Following the Jesus Way"; to fulfill core job tasks and functions; to enhance a sense of teamwork and camaraderie in the First Baptist body and staff; and to grow personally, spiritually and professionally.

Approved by:

Signature

Date