

POSITION TITLE: HR GENERALIST

Who We Are

Cristo Rey Orange County High School is a Catholic school in Santa Ana, CA, and is part of the national Cristo Rey Network. Cristo Rey schools use a rigorous academic model, supported by best practices in instruction and assessment, to prepare students with a broad range of intellectual abilities for college and life. Cristo Rey Network schools employ an innovative Corporate Work Study program that provides students with real-world work experiences. In this unique model, every student works to fund half of the cost of their education while gaining job experience and skills, exposure to different leaders and cultures, and growing in self-confidence. Students work in various corporate and business settings including law firms, banks, hospitals, universities, and other professional organizations.

Want to learn more about us? Visit our [website](#).

Position Summary

Cristo Rey Orange County is seeking a dedicated, mission-driven team player with a growth mindset who wants to be part of the Cristo Rey community. The HR Generalist serves as a vital member of the school staff, providing comprehensive support across the various HR functions. This role is responsible for implementing HR policies and programs, managing HR operations (e.g. payroll, HRIS, employee documentation) employee relations, supporting recruitment and talent acquisition efforts, and ensuring compliance with labor laws and regulations. The HR Generalist will work closely with the school leadership team and staff to foster a positive work environment, promote employee engagement, and assist in developing strategies to attract and retain top talent. This position requires strong interpersonal skills, an understanding of HR best practices, and the ability to make informed decisions that align with the school's mission, values and philosophy.

Roles and Responsibilities

Understand, embrace and implement the school's mission and philosophy as written in the Mission Effectiveness Standards, participate in the Christ-centered life of the school; and model the school's philosophy in working with students, parents, colleagues and administration.

Essential Duties and Responsibilities

Administration/Compliance

- Oversee and manage Payroll/HRIS systems, ensuring optimal functionality and data accuracy.
- Ensure effective management of employee files, both physical and digital.
- Responsible for the online submission and processing of payroll, maintaining compliance with payroll policies and regulations.
- Track time and attendance, including vacation, personal, and sick leave, ensuring adherence to organizational policies.

- Provide comprehensive administration support for health, welfare and retirement benefits, enhancing employee understanding and access.
- Oversee compliance with mandatory training requirements for school personnel, ensuring timely completion.
- Ensure the school adheres to safety standards mandated by OSHA and relevant governmental and regulatory agencies.
- Assist the leadership team and employees in following established procedures for workplace accidents, including management of workers' compensation claims.
- Lead the management and revision of the employee handbook, including the development and updates of policies as needed.
- Other duties as assigned by the CFO.

Talent Acquisition & Onboarding

- Lead recruitment efforts by writing job descriptions, posting job openings, screening applicants, and coordinating interviews.
- Complete background check and process hiring paperwork.
- Develop and deliver new employment orientation and onboarding processes.

Employee Relations

- Address employee concerns, mediate conflicts, and promote positive workplace dynamics.
- Lead and support the employee performance appraisal process.

Qualifications and Skills

- Bachelor's degree in Business, Human Resources or related field, or equivalent combination of education and work experience
- Minimum of five years in payroll and human resource experience, preferably in a non-profit setting or school
- Knowledge of HR best practices, federal, state, and local employment laws
- Knowledge of the teachings of the Catholic Church
- HR association certifications preferred
- Must be a motivated self-starter, organized and results oriented
- Excellent written and verbal communication skills, along with professional demeanor
- A team player who can deal effectively and proficiently with a variety of people
- Ability to maintain strict confidentiality
- Proficient in Microsoft Suite (especially Excel)

Other

- FLSA Status: Exempt
- Reports to: CFO
- Salary Information: Salary will be commensurate with experience and is expected to be in the range of \$69,000 to \$76,000. Eligible for healthcare benefits (medical, dental, and vision), paid holidays, vacation, and retirement plan.
- Work Schedule: Full time; 12-month
- Cristo Rey is an eligible nonprofit employer for the Federal Public Service Loan Forgiveness (PSLF) Program.

How to Apply

If you would like to be considered for this position, please send one PDF document including your resume and cover letter sharing how you are qualified for this position to careers@cristorevoc.org with “HR Generalist” in the subject line.