



**POSITION TITLE:** HUMAN RESOURCES AND COMPLIANCE GENERALIST  
**REPORTS TO:** EXECUTIVE DIRECTOR OF STRATEGIC SERVICES  
**FLSA STATUS:** FULL TIME, HOURLY  
**DEPARTMENT:** STRATEGIC SERVICES  
**SALARY:** \$28 - \$33/HOUR

**SUMMARY:** The Human Resources and Compliance Generalist supports the day-to-day HR functions of St. John's Lutheran Church and School while ensuring compliance with employment laws, policies, and regulatory requirements. This position is responsible for risk reduction, documentation, training, and ensuring ministries and staff adhere to required employment, safety, and compliance practices. This role also exemplifies the Christian values and philosophy reflected in the mission of St. John's Lutheran Church through all day-to-day duties and responsibilities.

## POSITION ESSENTIAL RESPONSIBILITIES:

- Demonstrates values and attributes consistent with the faith taught by St. John's Lutheran Church, serving as a role model to employees and those being served.
- Manages the talent acquisition process, including recruitment, interviewing, and hiring of qualified applicants.
- Manages employee onboarding, including Live Scan processing, workers' compensation administration, and ensuring compliance with all applicable federal, state, and local employment laws, regulations, policies, and best practices.
- Maintains confidentiality of employee and organizational information.
- Supports employee relations by responding to employee questions, addressing concerns, and assisting with investigations, corrective actions, accommodation requests, and employee disciplinary meetings.
- Oversees and manages a performance review and appraisal system that drives high performance.
- Creates learning and development programs and initiatives that provide internal growth opportunities for employees.
- Coordinates required trainings and certifications, including harassment prevention, mandated reporter training, safety training, compliance acknowledgements, child safety training, and TB test renewals in coordination with the campus nurse.
- Maintains St. John's insurance policy with Brotherhood Mutual and manages all aspects of insurance claims, including the receipt and review of accident and incident reports. Evaluates and refines claims reporting processes with a focus on efficiency and accuracy.
- Tracks and maintains compliance records, audits, and reporting requirements.
- Collaborates with the Security team on campus safety procedures, incident reporting, security training, disaster planning, and maintenance of the Safety Handbook.
- Maintains HR policies, employee handbooks, required workplace postings, and related documentation.
- Implements policies and procedures across ministries and departments.
- Manages the volunteer onboarding process and compliance oversight, serves as Custodian of Records for the California Department of Justice, and coordinates on- and off-campus Live Scan events in partnership with ministry departments.

- Creates and manages Facility Use Agreements with off-site vendors.
- Maintains current vendor Certificates of Insurance (COIs) and coordinates renewals with vendors and ministry departments as needed.
- Manages international travel requirements and policies for ministry-related travel.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILL REQUIREMENTS:**

- Bachelor's degree in related field OR equivalent.
- Must attend St. John's Lutheran Church new member classes or be a current church member.
- **Intermediate Core Knowledge** - Must be familiar with basic human resource concepts, tools, and practices.
- **Intermediate Language Skills** - (written, verbal) – Must be able to construct business related documentation clearly and directly. Must be able to empathetically but without bias communicate to multiple types of people.
- **Intermediate Reasoning Ability** – Ability to apply common sense understanding to carry out instructions provided in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Intermediate Organizational Skills** – Must be comfortable managing multiple priorities simultaneously. Can anticipate and implement proactive solutions. Demonstrates self-initiative by requiring minimal direction, as well as anticipating problems and providing appropriate responses. Ability to work with appropriate pace and urgency in variable circumstances.
- **Basic Computer Skills** – Basic skills using Microsoft Office software including Word, Excel, PowerPoint or equivalent. Ability to use internet-based applications and other industry – specific software. Familiarity with database management, report generation and research tools.
- **Certification / License Requirements** – CPR, Mandated Reporter and first aid certified, or willingness to get certified.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT:**

Frequently engaged in standing, walking, sitting, using hands and arms, talking and hearing.

Occasionally engaged in climbing, stooping, kneeling, crouching and crawling.

Regularly lifts up to 50lbs.

Must be able to see clearly at both close and far distances (20 feet or more). Must have the ability to see using peripheral vision and depth perception.

May need to work occasional evenings and weekends.

Employee Name:	
Employee Signature:	Date:
Supervisor/Manager Name:	
Supervisor/Manager Signature:	Date: