

# OAKHILLS

## CHURCH

**Our Mission:** *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

**Our Values:**  
**Unity:** We seek to promote unity in the Body of Christ  
**Grace, Truth and Faith:** We offer grace, stand for the truth, and live by faith.  
**Family:** We embrace the family as the core teaching and discipling center.  
**Inclusivity:** We invite all people to belong to Christ's community regardless.  
**Every Believer a Minister:** We view every believer as a minister.  
**Prayer:** We seek God in all decisions through prayer.  
**Neighborhood:** We organize our efforts around neighborhoods.

<b>Job Title:</b>	<b>Human Resources Generalist</b>	<b>Status:</b>	Part-Time (20 Hours)
<b>Department:</b>	Human Resources	<b>FLSA:</b>	Exempt
<b>Reports to:</b>	Human Resources Director	<b>Job Class:</b>	Professional
<b>Direct Reports:</b>	None	<b>Minister Designation:</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>Work Week:</b>	Monday - Friday	<b>Driving:</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

I. **Job Summary:** This position is responsible for performing professional level Human Resources duties specific to recruitment, onboarding, performance management, training, job analysis and employment law compliance.

II. **Primary Duties and Responsibilities:**

1. Participates in developing department goals, objectives and systems.
2. Conducts recruitment effort for all exempt and non-exempt personnel, internships and temporary employees; conducts new-employee orientations; monitors succession and career path planning programs, writes and places job announcements.
3. Conducts job analyses, and develops and updates job descriptions.
4. Administers, supports and ensures competitiveness of the compensation, salary, and job evaluation programs.
5. Plans, develops, and implements training activities.
6. Assists in the planning, development and implementation of employee engagement activities.
7. Acts as a resource to employees regarding workplace questions and concerns.
8. Assists in development and implementation of personnel policies and procedures.
9. Participates in administrative staff meetings and attends other meetings and seminars.
10. Assists in the administration and monitoring of leaves of absences.
11. Other duties and responsibilities as assigned.

III. **Minimum Qualifications:**

1. Bachelor's Degree from an accredited college or university. Preferably with a concentration in Human Resources.
2. Three (3) years of progressively responsible professional experience in Human Resources or related field.
3. Valid Texas 'C' Driver's License.

IV. **Knowledge and Abilities**

1. Knowledge of principles, practices, and techniques of human resources administration.
2. Knowledge of statistical analysis and other research methods and procedures.

3. Knowledge of position/job analysis and labor market survey procedures and techniques.
4. Knowledge of employment laws and practices.
5. Knowledge of computer office applications and equipment.
6. Knowledge of English grammar and vocabulary.
7. Ability to work independently with limited supervision.
8. Ability to analyze complex data and develop clear and concise written reports and presentations.
9. Ability to protect the organization's value by keeping information confidential.
10. Ability to plan and coordinate complex assignments.
11. Ability to communicate clearly and effectively through both verbal and written means.
12. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
13. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

**V. Physical Requirements and Working Conditions**

Occasional lifting/carrying up to 5 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

**VI. OHC Staff Expectations**

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Life with OHC and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

**Created: July 2017**