



HR Generalist

JOB DESCRIPTION

12/23/25

City Church Ministries is made up of sub-organizations which includes City Church, Abundant Life Christian School, Christian Life College and 97x FM. The Mission of City Church is 'Finding Joy in Jesus Christ and Sharing It'. We do that by working with excellence, joy, and with a spirit of service, to our Lord first and to our staff, families and community.

Vision:

The Human Resources Generalist is an experienced, spiritually and professionally mature person who functions to ensure healthy employment policies and procedures at City Church Ministries. This role is responsible for administering and improving human resource initiatives while maintaining legal compliance and best practices. They have the proven ability to manage a broad range of daily Human Resources functions through adaptability and collaboration, all while creating a culture of support and encouragement!

Accountable to: Business Manager

Duties and Primary Responsibilities:

- Manages hiring process in conjunction with the appropriate departments Hiring Manager. Includes recruiting a diverse candidate pool and managing all steps of the hiring and orientation process
- Ensures HRIS data integrity by partnering with the Accountant to manage transactions impacting payroll such as staff changes/updates
- Supports the Payroll Process by partnering with the Accountant to enter employee payroll deductions
- Oversees and communicates FMLA/WFMLA documentation including tracking time
- Ensures background check process is functioning properly, including overseeing reporting and processing issues
- Generates and oversees that leadership is keeping to 90 Day, Monthly 1:1 and Annual performance reviews
- Oversees the termination process, documentation and handles exit interviews
- Maintains accurate employee records and ensures compliance with company policies and legal requirements
- Creates and maintains written policies and procedures and notifies leadership and/or staff of any changes, including, but not limited to, the City Church Employee Handbook and Pastoral Supplement
- Coordinates employee benefits administration and participates in the annual solicitation of bids and review process with the benefits broker and business office leadership
- Makes recommendations regarding HR policies and procedures to ensure equitable treatment in the areas of employment, compensation, benefits, and employee relations
- Documents any employee on the job injuries and submits to insurance
- Monitors and ensures compliance with federal, state, and local employment laws and regulations
- Oversees any annual compliance processing such as ACA reporting, CMS, Compliance Testing etc.
- Communicates to leadership and staff important HR updates as needed or during weekly, quarterly meetings.

The statements contained in the document are intended to describe the general nature and level of work performed by employees in this role. Employees will be required at times to follow other job-related duties as called upon by their supervisor.

Education/Experience:

- Degree in Human Resources, Business or related field
- 5+ years of related experience
- Experience within the ministry or non-profit environment preferred
- Strong working knowledge of HR best practices, employment laws, and regulations
- Strong working knowledge of talent management and benefits administration
- Strong proficiency with technology including Google and Microsoft Office platforms
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems

Interpersonal Skills/Competencies:

- Servant Heart: Natural desire to help accomplish the goals of the leaders and organization
- Effective Communication: High level communication skills that are clear/concise, portrays confidence and uses judgment and navigate difficulty including difficult conversations and situations
- Emotional intelligence: Understands reasoning behind needs and influences emotions
- Relational: People-oriented, builds trust with others, and able to maintain good working relationships and recognize scope of authority in decision making



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- Confidential: Strong ability to handle and maintain sensitive and confidential information with empathy, tact, diplomacy, and discretion
- Detail: Strong attention to detail and organization to efficiently and effectively plan and implement
- Work Ethic: Self-motivated but able to take directives with commitment to excellence

Classification: Exempt/Full-Time

Physical Requirements: Able to sit, stand, lift 20 lbs as needed for required shift.