



COMMUNITIES IN SCHOOLS OF BAYTOWN (CISB)
HUMAN RESOURCE GENERALIST JOB DESCRIPTION
REPORTS TO: Executive Director
EMPLOYMENT STATUS: Part-time/Non-Exempt

The Human Resource Generalist position will perform human resource administrative duties to support the overall operations of the organization's human resource department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Human Resources:

Manages the administration of human resources policies, procedures, and programs. Carries out responsibilities for employee relations, benefits, compensation, organizational development, and employment. Ensure compensation and benefits are in line with company policies. Handles employee complaints, grievances, and disputes. Coordinates employee safety, welfare, and wellness. Maintains knowledge of legal requirements and government reporting regulations affecting HR functions. Responsible for ensuring PTO, absenteeism, compensation, benefits, and other pertinent dates are tracked in the HR system. Maintain Employee Handbook and job descriptions.

Other Business Functions:

Recruits, interviews, and facilitates the hiring of qualified applicants. Works closely with department managers/supervisors to identify skills and competencies of each department. Coordinates and schedule interviews for open positions. Ensures all new hire paperwork, including background checks are complete before the employee's initial start date. Complete the hiring steps for GCCISD for each applicant. Assist in orienting new employees to the organization (setting up a designated login, workstation, email address, etc.) Process all exit interview and other related duties, as assigned.

QUALIFICATIONS

Education/Experience: Bachelor's Degree in Business Administration, Human Resource Management, or other related fields will be considered.

Minimum of at least three (3) years' experience in human resource (nonprofit is a plus). General human resource experience. Knowledge of the principles and practices of HR management. Knowledge of business principles, relevant legislation and regulations and relevant software.

Computer Skills: Strong knowledge in Excel and Word.

Core Competencies: Sincere dedication to academic achievement and drop-out prevention. Desire and ability to enhance the lives of at-risk students of diverse cultural backgrounds. Proficient in governance, risk, and compliance, ensuring adequate internal controls. High professionalism and ethics. Excellent analytical and problem-solving skills.

WORKING CONDITIONS (HOURS, ENVIRONMENT, TRAVEL)

- This is a part-time (20 hours per week)/12-month position/\$20hr.
- Most duties will be performed in a relaxed office environment.

- Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Monday – Friday work week.
- Some travel (less than 10%) may be required.

Note: *All duties and responsibilities may or may not be considered essential job functions and requirements. Marginal functions of the position (those that are incidental to the performance of fundamental job duties) have not been included. However, the omission of specific statements of duties does not exclude them from the position if the work is related or a logical assignment to the position.*

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the organization and requirements of the job change.

Communities In Schools of Baytown (CISB) is committed to equal opportunity and nondiscrimination in all programs and services, and does not discriminate on the basis of race/ethnicity, color, religion and/or sex (including marital status and/or sexual orientation) national origin, ancestry, age, disability, or veteran status.