



Full-time Human Resources Generalist

Jesuit High School, Sacramento is currently accepting applications for a full-time Human Resources Generalist.

Position Summary

The Human Resources Generalist serves as the key resource to administrators, directors, supervisors, and employees on all aspects of human resources, including benefits, recruiting and selection, wage and salary, compliance issues, and interpretation of policies and procedures.

Responsibilities

- Maintains integrity and accuracy of the HRIS system and recommends best practices to increase efficiencies, solutions and improved customer service
- Ensures accuracy of and prepares annual faculty contracts.
- Serves as benefits administration
- Primary point of contact for employees regarding Leave Administration
- Partners with CFO on many aspects of HR (company policies, compensation, employee relations)

Desired Qualifications

- Minimum of 3 years related experience in Human Resources with proven experience with HR processes and procedures
- Familiarity of employment law and federal/state compliances
- Experience working with HRIS systems
- Ability to work independently and with all levels of management

Position Details

- Compensation range is \$28.00 – \$39.00 hourly based on education and experience.
- Benefits package includes medical, dental, vision, retirement matching, and more.

Next Steps

If this seems like a good fit with your background and interest, we'd love to hear from you. Please complete the staff position application along with any additional requirements listed within the application.

Jesuit High School is an Equal Opportunity Employer.

Pre-employment background screening and negative TB are required.