POSITION TITLE: **Human Resources Generalist**

DEPARTMENT: **Finance/Operations**

FLSA STATUS: **Exempt**

REPORTS TO: **CFO**

ORGANIZATIONAL SUMMARY:

Jesuit High School (JHS) is a Catholic, college preparatory school in the Jesuit tradition. Located on the border between Portland and Beaverton, Oregon, JHS is recognized locally and nationally for excellence and innovation in all of its programs. Jesuit High's motto, Age Quod Agis ("Do well whatever you do"), follows in the five-century tradition of St. Ignatius, who demanded that Jesuit schools make use of the best pedagogical practices of the day to allow students to flourish. We are seeking people who have the ability and desire to help our school community work toward our goal of preparing "men and women for others."

POSITION SUMMARY:

The JHS Human Resources Generalist is responsible for performing and maintaining day-to-day human resources operations, with a focus on compliance, accuracy, strong follow-through, and fostering a positive, mission-driven work environment. This role administers JHS policies and applies HR best practices across the employee life cycle, including, but not limited to, recruiting, hiring, employee and volunteer onboarding, employee relations, terminations, administration of performance management, and benefits and leave administration. There are no direct reports for this role.

PRINCIPLE RESPONSIBILITIES:

- Actively recruits candidates and develop a pipeline of candidates who are in alignment with our Catholic mission for open and upcoming positions;
- Facilitates the interview process, including scheduling interviews and meetings, coordinating communications, and supporting interview committees throughout the selection process;
- Trains and supports JHS interview committees on mission alignment, interview best practices, and compliant hiring practices;
- Leads the hiring and pre-employment requirements for qualified job applicants, including reference checks, fingerprinting, background checks, required training, and obtaining credentials or any other required documentation in accordance with state, federal, and local requirements and JHS policies;
- Conducts, tracks, and documents compliance activities related to employees and volunteers, including but not limited to background checks, required training, and clearance through Oregon's Sexual Misconduct Database;

- Supports the development, implementation, and continuous improvement of standardized HR processes, including but not limited to onboarding procedures, employee documentation, and compliance tracking;
- Stays up to date on JHS benefits and counsels employees regarding employer-offered benefits, including health, dental, 403(b), life, PFML, and other benefits. Answers questions from employees regarding coverage, qualifying life events, and manages the enrollment platform (Selerix);
- Leads open enrollment and supports employees with benefit changes;
- Provides counsel for employees with questions or concerns, facilitates resolution of issues, concerns, or conflicts. May include partnering with supervisors or other JHS staff;
- Attends and participates in employee disciplinary meetings, terminations, and investigations. May provide advice or guidance to leadership on methods and approaches to resolve employee work issues;
- Accurately creates and executes faculty contracts annually and co-curricular contracts seasonally; ensures signed contracts are saved in electronic employee files;
- Maintains compliance with federal, state and local laws, best practices, and JHS policies throughout HR practices, including maintenance and retention of employee files and documents. May assess and suggest updates or additional to JHS policies and practices to maintain compliance;
- Maintains and improves JHS human resources practices for employment law compliance and employee training in an educational environment;
- Ensures employees are signing and are compliant with the Employee Handbook policies and the Youth Protection Policy; updates employee files with signature pages;
- Actively stays current on knowledge of trends, best practices, legal requirements, regulatory changes and new technologies related to human resources, FLSA, FMLA/OFLA, PFML, employee management, conflict resolution, and other employment matters as needed;
- Serves as a primary resource for employees and management with questions about policies, time off, leave, etc. May refer complex and/or sensitive matters to the CFO;
- Coordinates and communicates with the payroll/finance team to ensure accuracy for leave and benefits for payroll processing;
- Performs exit interviews for outgoing employees and updates CFO regularly as to results. May make retention strategy suggestions to leadership based on exit interview analysis;
- Leads and/or collaborates on other HR-related projects as directed by the CFO, which may include compensation matters/benchmarking, aligning job descriptions, other strategic and tactical initiatives;
- Maintains employee-related data and files (e.g. I-9 documentation), addresses any HR-related audit or personnel file requests, unemployment documentation, and HIPAA compliance (in collaboration with CFO); and
- Any other duties as assigned by the CFO.

QUALIFICATIONS:

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- A bachelor's degree in human resources, organizational development, business management or equivalent;
- Minimum five (5) years' experience as a human resources generalist, HR manager, and/or HR business partner;
- Knowledge of employment laws, including FLSA/wage and hour law and compliance requirements, OSHA and reporting requirements, FMLA/OFLA, PFML, HR-related documentation for a variety of situations;
- Knowledge of employee benefits and related regulations and laws;
- Ability to handle sensitive information and maintain confidentiality;
- Ability to build relationships across the organization, and work collaboratively with CFO and finance team (includes payroll);
- Excellent organizational, attention-to-detail skills, and both written and verbal communication skills;
- Proficiency and comfort with productivity and communication tools;
- Values consistent with the mission of a Catholic institution; and
- PHR, SHRM-CP, or other HR certification preferred.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that an employee must meet to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- Moves regularly throughout the day in an office environment;
- Prolonged periods sitting or standing at a desk and working on a computer;
- Must be able to occasionally lift, carry, push, and/or pull up to 20 pounds;
- Communicates regularly throughout the day via email, messages, meetings, and phone calls;
- Performs repetitive tasks such as typing or data entry; and
- The typical noise level is moderate.

COMPENSATION RANGE:

The salary range for the Human Resources Generalist is $85-105k, depending on experience. JHS employee benefits include medical (with some alternative care coverage), vision, dental, life, STD/LTD & ADD, 403(b) plan, vacation pay, sick pay, and a variety of other benefits.

Notice of Non-Discrimination: Jesuit High School provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information or any other characteristic protected by law. Jesuit High School provides equal employment opportunities without regard to religion when Catholic faith is not a job requirement.

Updated November 9, 2026