



as far as the mind can see

Human Resources Generalist

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1315 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

Job Description:

The Human Resources Generalist is responsible for performing all HR-related duties, including recruitment, new hire onboarding, employee relations/performance management, compliance, compensation and benefits, safety and wellness, and training, for assigned divisions or departments within Francis Parker School (Parker). In performing these duties, the Human Resources Generalist works closely with other members of the Human Resources department, payroll, candidates, employees, managers/supervisors, and service providers. Additionally, the Human Resources Generalist will serve as Parker's internal subject matter expert for certain systems, policies, or processes, such as recruiting and onboarding.

Essential Duties/Responsibilities:

RECRUITMENT

- Work with hiring managers during all stages of the recruitment process, including:
 - Ensuring job descriptions are updated prior to posting an open position
 - Posting open positions in a timely manner; researching/recommending new locations to post
 - Partnering with hiring managers in screening resumes, conducting initial phone interviews, and participating in interviews
 - Providing input and advice regarding employee hiring decisions
 - Ensuring thorough reference and background checks are conducted
 - Preparing offer letters for all new hires
 - Maintaining systems and tools for recruitment, including becoming the "subject matter expert" for Parker's HRIS applicant tracking system
 - Making recommendations and periodically updating Parker's hiring guidelines

NEW HIRE ONBOARDING

- Responsible for onboarding new hires, including:
 - Collecting new hire paperwork for all new employees (via Paylocity Onboarding), including pertinent pre-employment documents (Livescan, TB, etc.)
 - Accurately entering new hire employment paperwork in Parker's HRIS system

www.francisparker.org

Linda Vista Campus
Mission Hills Campus

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- Routinely reviewing new hire paperwork to ensure compliance with state and federal laws
- Coordinating new hire onboarding with other departments
- Being the “subject matter expert” for Parker’s HRIS onboarding system

HRIS MANAGEMENT

- Maintaining and updating employee information in Parker’s HRIS system, including contact information and pay rates
- Ensuring all data in Parker’s HRIS system is accurate and complete
- Confirming data entry (e.g., benefit and 403(b) elections) by the Parker’s Manager of Benefits and HRIS is accurately entered in Paylocity

EMPLOYEE RELATIONS/PERFORMANCE MANAGEMENT

- Working with the Director of Human Resources to ensure all supervisors conduct formal performance evaluations annually
- Fostering a welcoming and inclusive workplace, including handling employee queries and concerns with empathy and professionalism
- Collaborating with the Director of Human Resources to provide day-to-day performance management guidance to managers/supervisors, including helping to execute/resolve employee relations issues and facilitate appropriate correction actions
- Keeping the Director of Human Resources apprised of all issues which may be elevated, complex, or cause risk to the School
- Providing counseling and direction to employees to help to resolve conflicts that impact employee engagement
- Assisting the Director of Human Resources with offboarding of departing faculty and staff, including coordinating and conducting exit meetings

COMPLIANCE

- Providing direction, counsel, and support to managers/supervisors on employment-related issues (e.g., ADA, FMLA, harassment, discrimination, corrective action, and progressive discipline) and HR policy interpretation or application
- Applying HR policies, processes, procedures in an ethical, fair and consistent manner
- Ensuring compliance with Livescan fingerprinting and I-9 Employment Eligibility Verification

COMPENSATION AND BENEFITS

- Preparing annual employment letters (e.g., Faculty/Staff, Summer Program, Coaching Agreements)
- Assisting with the day-to-day administration of all leaves of absence, in accordance with Parker’s policies and in compliance with FMLA, ADA, and federal and state laws
- Completing state disability and/or paid family leave claims
- Assisting the Director of Human Resources with annual salary surveys
- In conjunction with the Manager of Benefits and HRIS:



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- Providing input on annual benefit renewal options
- Assisting, as needed, with open enrollment meetings
- Becoming proficient with Paylocity's benefit module in order to verify benefit deductions

SAFETY AND WELLNESS

- Serving as a member of the Parker's Wellness Committee in support of wellness program activities/initiatives
- Serving as member of Safety Committee
- Serving as a member of Parker's Staff Professional Development Committee
- Being well-versed in workers' compensation laws and practices in order to provide occasional back-up support to Manager of Benefits and HRIS

TRAINING ASSISTANCE

- In conjunction with Manager of Benefits and HRIS:
- Providing timekeeping information to all new hires and supervisor
- Assisting with the development of training programs and other related initiatives

ADMINISTRATIVE

- Maintaining confidential, accurate, and complete employee personnel files
- Completing employment and teacher loan forgiveness verifications
- Administering unemployment claims
- Developing employment-related forms and documents
- Performing other duties as assigned

Qualifications:

- Bachelor's degree in human resources, business, or a related discipline
- Minimum of a 5-7 years human resources generalist experience; experience in a school setting a plus
- In-depth working knowledge of various HR disciplines, including high-volume recruitment, HRIS management, performance management, employee relations, leaves of absence, and safety and wellness; experience with compensation and benefits a plus
- Detailed knowledge of current Federal and California State labor laws
- Proficiency with the Microsoft Office suite, including Word, Excel and PowerPoint, as well as Google Docs and Google Sheets
- Strong knowledge and previous experience with HRIS systems; recent experience with Paylocity a plus
- Excellent verbal and written communication skills, including proven ability to communicate effectively with all levels of staff and management and external parties
- Proven record for accuracy and being attentive to details
- Exceptional customer service, time management, problem-solving and organizational skills

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- Ability to maintain confidentiality at all times

Salary and Benefits:

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

Salary Range: \$80,000 - \$90,000 per year, based on experience.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

Application Process:

If interested in the position, please fill out the electronic [Francis Parker School Employment Application HERE](#) . You will need to upload the following documents during this process: a cover letter and resume.

If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, and a completed [employment application](#) should be submitted electronically to:

Cindy DiPiero, Director of Human Resources

hr@francisparker.org

Please find the PDF of our employment application here: [find it here](#)

Please indicate which position you are applying for in the subject line.

<https://www.francisparker.org/about-us-/employment>

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