

# Peninsula Humane Society & SPCA

## Human Resources Assistant

**Job Title:** Human Resources Intern (6 months)  
**Division:** Human Resources & Administration  
**Reports To:** Director, Human Resources  
**FLSA Status:** Non-Exempt/ Part-Time (12-15 hours/week)  
**Salary:** \$19.62/hour

**Summary:** This position supports the PHS/SPCA's Human Resources department. This position will assist with HR related projects, programs and recruitment. This is an in-office position; remote work is not available.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

***Recruitment:***

- Assist with the review, and updates of the organizations job descriptions and job postings.
- Review applicant resumes and applications.
- Assist with recruitment videos.

***New Hire Process and Onboarding:***

- Prepare new hire packets and onboarding materials. Ensures documents are completed and saved in personnel file.
- Call references and process background checks.
- Assist in the preparation of materials used in new employee orientation and staff trainings.

***Safety:***

- Assist with workers compensation tracking.
- Prepare sign-off sheets for the quarterly safety topic and fire drills.

***Additional Responsibilities:***

- Prepare, summarize and edit bi-weekly employee attendance/tardy/holiday reports for each department.
- Prepare exit packets and COBRA documents for exiting employees. Ensures documents are completed and saved in personnel file.
- Assist with troubleshooting/researching various HR related topics or problems as needed.
- Assist in organizing and implementing employee relation events, activities, reward and recognition programs.
- Maintain employee files electronically via Dropbox.
- Assist with other projects and administrative tasks as assigned.
- Encourage and promote a positive public image of the organization.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to adapt to changing priorities to deliver efficient and accurate results in a fast-paced HR environment.
- Ability to work professionally in person and over the phone with volunteers, fellow co-workers, management, and members of the public.
- Ability to handle confidential information and records with the utmost of discretion.
- Ability to work independently, possess strong organizational and time management skills, and good problem-solving skills.
- Strong attention to detail.
- Upon hire, must pass background check.

**Education and/or Experience:**

Bachelor's Degree (BA) or Associate's Degree (AA) or in progress of obtaining college degree, preferably in Human Resources Management.

**Language Skills:**

Ability to write, read and comprehend simple instructions, correspondence, and memos accurately. Ability to effectively present information in one-on-one and small group situations to volunteers, and other employees of the organization. Good oral and written communication skills.

**Mathematical Skills:**

Ability to accurately add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to accurately compute rate ratio and percentages.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:**

Basic working knowledge of Microsoft Office (MS Word, MS Excel, MS Outlook, etc.) and computer keyboarding and data entry skills. Basic experience with Dropbox database. Basic experience with video conferencing systems.

**Certificates, Licenses, Registrations:**

Valid California Driver's License with a satisfactory driving record to be insured with our insurance company.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. They include, but are not limited to the following: able to lift or move up to 50 pounds; stand or sit for extended periods of time; reach to an arm's length.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the tasks listed elsewhere in this document, incumbent may be routinely exposed to zoonotic diseases, occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.

*We are an Equal Opportunity Employer and welcome a diverse pool of applicants.*  
EOE/M/F/D/V/SO