

# Peninsula Humane Society & SPCA

## Human Resources Assistant

**Job Title:** Human Resources Assistant  
**Division:** Human Resources & Administration  
**Reports To:** Director, Human Resources  
**FLSA Status:** Non-Exempt/ Full Time  
**Salary:** \$22.00 - \$23.75/hour  
*Excellent Benefits Package Available*

**Summary:** This position supports the PHS/SPCA's Human Resources department. This position will allocate a significant portion of their time on recruitment and administrative reporting; in addition to working on various data entry, correspondence, and administrative duties that support a smooth functioning HR department. ***Position is hands-on and must be performed on-site.***

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

### ***Recruitment:***

- Post and maintain all open positions on job boards.
- Review all applicant resumes and phone screen qualified candidates.
- Respond to all job inquiries from our website, emails, and phone calls.
- Introduce the qualified candidates to the HR Director and/or hiring department managers to proceed to the next steps in the recruitment process.
- Maintain detailed recruitment status reports in the applicant tracking system.
- Organize and maintain recruitment notes from hiring managers.
- Coordinate administration and recruitment efforts for the RVT internship program and serve as the point of contact for the vet schools.
- Assist with the review, and updates of the organizations job descriptions and job postings.
- Attend job fairs both virtually and in person.
- Other recruiting related functions may be assigned.

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

- Prepare new hire packets and onboarding materials.
- Call references and run background checks.
- Coordinate and facilitate onboarding meetings.
- Assist in the preparation of materials used in new employee orientation and staff trainings.
- Schedules and facilitates new employee check-ins (90 and 180-day reviews) for PHS. Alert HR Director of any trends or immediate concerns.
- Responsible for maintaining new hire checklists and required documents for PHS.
- Conduct exit interviews for terminating employees at PHS.

***Safety:***

- Assist the HR Coordinator with the research and execution of the safety programs, initiatives and trainings in an effort to maintain a company-wide workplace environment free of incidents and accidents.
  - Member of safety committee
  - Assist with training new safety committee members on building safety inspections.
  - Assist with workers compensation claims and tracking.
- Assist with annual IIPP updates.

***Additional Responsibilities:***

- Prepare, summarize and edit bi-weekly employee attendance/tardy/holiday reports for each department.
- Record and track various employee relations programs, rewards and recognition programs.
- Prepare termination packets and COBRA documents for exiting employees.
- Assist in ensuring compliance with all federal, state and local legal requirements by understanding existing and new legislation.
- Assist with troubleshooting/researching to resolve various HR related topics or problems as they arise.
- Assist in organizing and implementing employee relation events, activities, reward and recognition programs.
- Assist with the employee data maintenance of the ADP HRIS
- Maintain employee files electronically via Dropbox.
- Perform other general administrative duties 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 with high attention to detail and accuracy ensuring deadlines are met and accurate records are kept. 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.

- Upon hire, must pass background check.
- Ability to work effectively under pressure, handle multiple projects and 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, candidate applicants 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.
- Must be able to reliably commute regularly to San Mateo and Burlingame locations and occasionally to San Jose and Saratoga.

**Education and/or Experience:**

Bachelor's Degree (BA) or Associate's Degree (AA); At least 6 months HR experience and/or training.

**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:**

To perform this job successfully, an individual should have basic working knowledge of HRIS systems such ADP Workforce Now, 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:**

HR Certifications are a plus.

**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