



Human Resources Assistant

Marin Humane is an equal opportunity, non-profit employer. Our mission is to transform lives through exceptional animal care, humane education, and advocacy. Every day, we inspire compassion and positive relationships between animals and people. Our Core Values are Dedication to Animals, Collaborative Spirit, Courage with Compassion, Pursuit of Learning, and Celebrating Differences.

SUMMARY: The Human Resources Assistant position provides administrative support to the Director of Human Resources. This position will allocate a significant portion of their time on Human Capital Management (HCM) recordkeeping; in addition to working on various data entry, correspondence, and administrative duties that support a smooth functioning Human Resources department. A hybrid work schedule may be possible after fully trained.

ACCOUNTABILITY: Director of Human Resources

HOURS: 20hrs/wk

SALARY/CLASSIFICATION: \$19.55/hr to \$21.72/hr; .50/hr Spanish speaking differential offered; non exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE

- Provide general administrative support to the Director of Human Resources
- Assist with HCM recordkeeping and notification to include salary review, performance evaluations and employee birthdays and anniversaries
- Process workers' compensation claims
- Assist in ensuring compliance with all federal, state and local legal requirements by understanding existing and new legislation
- Answer frequently asked questions from employees relative to standard policies, benefits, hiring processes, etc.; refer more complex questions to Director of Human Resources or management as appropriate.
- Maintain the integrity and confidentiality of human resource files and records
- Prepare termination packets and COBRA documents for exiting employee
- Perform periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately
- May act as a liaison between the organization and external benefits providers and vendors

Human Resources Assistant Job Description

This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. Marin Humane is an at-will employer.

- Assist with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations
- Perform other duties as assigned

RECRUITMENT

- Post and maintain all open positions on HRIS recruitment module and other job boards
- Respond to all job inquiries from our applicant tracking system
- Schedule virtual or in-person interviews with prospective candidates; update interview questions as needed
- Call references and run background checks
- 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 ORIENTATION AND ONBOARDING

- Prepare new hire packets and onboarding materials
- Route new hire worksheets
- In coordination with Director of Training and Compliance, coordinate, schedule and facilitate new hire orientations
- Maintain new hire checklists and required documents; organize new hire paperwork in hard copy and/or Webtime personnel files

SAFETY AND SECURITY

- Model and encourage safe practices and regulatory compliance throughout the organization
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules
- Must be willing to report safety violations as well as potential safety violations to appropriate supervisory or management personnel
- Adhere to the files and records retention policies and procedures
- Maintain appropriate files and records as assigned

CUSTOMER SERVICE

- Understand, support, and articulate organization's policies and philosophies to the public in a positive and effective manner
- Promote and emulate exemplary customer service by providing courteous, prompt and responsive service to internal and external customers
- Foster teamwork, creativity and a work culture aligned with Marin Humane's mission and values

DESIRABLE QUALIFICATIONS: An ideal Candidate will possess the following knowledge, skills and abilities:

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- Computer literacy is a must; Experience with MS Office Suite; working knowledge of HCM software preferred
- Ability to work effectively under pressure, handle multiple projects and adapt to changing priorities to deliver efficient and accurate results
- Strong interpersonal skills. Ability to effectively communicate with people at all levels and from various backgrounds.
- 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
- Excellent written and verbal communication skills
- Strong attention to detail

Post job offer Background Check at Marin Humane's expense

EDUCATION AND EXPERIENCE: A typical way of gaining the necessary knowledge, skill and ability outlined above is: College work in Business or Human Resources; At least one year HR experience and/or training preferred; or equivalent combination of education and experience.

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.

While performing the duties of this job, the employee sits for long periods of time, occasionally stands and walks; the employee is regularly required to sit and talk or hear; regularly use hands to keyboard/type, use calculator, phone and file and reaches with hands and arms. The employee will occasionally need to stoop, kneel and bend at waist. The employee occasionally lifts up to 25 lbs. Specific vision abilities required by this job include close vision and intermediate, computer distance vision. Requirement may be met with corrective lenses.

I have read and understand the physical demands that must be met by an employee to successfully perform the essential functions of this job. I confirm that I will be able to safely perform the physical demands as listed_____

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 duties of this job, the employee occasionally exposed to dust and animal dander. The noise level in the work environment can periodically be loud.

I have read and understand the work environment that is representative of those an employee may encounter while performing the essential functions of this job _____

***BENEFITS**

FULL-TIME EMPLOYEES (AT LEAST 30 HOURS/WEEK):

- Medical - Kaiser High Deductible Health Plan with Health Reimbursement Arrangement
- Dental Plan - includes orthodontia for dependent children
- Vision Plan
- Domestic Partner Coverage (Medical, Dental and Vision plans)
- Life Insurance
- Long Term Disability Insurance

ALL REGULAR EMPLOYEES (AT LEAST 20 HOURS/WEEK):

- Section 125 Cafeteria Plan
- Employee Assistance Program
- 403(b) Retirement Plan
- Fitness Reimbursement Program
- Paid Holidays
- Paid Vacation
- Sabbatical Leave

ALL EMPLOYEES (INCLUDING PART-TIME AND TEMPORARY):

- Paid Sick Leave

To apply, please use the following link to create an applicant account and complete application and upload a resume: <https://secure.saashr.com/ta/i.MHS.careers?ApplyToJob=469902542>