



pasadena humane society & spca
open door. dedicated care.

Human Resources Assistant Full-Time, Non-Exempt

REPORTS TO: Human Resources Manager

TYPICAL RESPONSIBILITIES

Duties include, but are not limited to:

- Employee lifecycle management– including hiring, employee reviews, file maintenance, progressive discipline, and termination.
- Support in compliance with OSHA, MSDS, HIPPA, Worker’s Comp. and Labor Law.
- Benefit administration – including medical, dental, vision and auxiliary insurances, defined and optional pension programs, along with vacation and sick time policies.
- Support payroll processing by collecting and assembling relevant documentation (parking receipts, personnel action forms, etc.) for HR Manager.
- Assists with recruitment process by posting job vacancies, scheduling phone screens and onsite interviews, and conducting background and reference checks.
- Reconciliation of benefits invoices.
- Assist recruitment efforts for PHS by posting jobs, reviewing applications, and other duties as necessary.
- Design and manage Excel spreadsheets tracking various reports for HR department.
- Help plan organization events.
- Maintain meeting minutes and documentation for all meetings.
- Assistance with relationship with all insurance providers.
- Assistance with employee enrichment program.
- Assistance with special projects as assigned by Human Resources Manager Senior Vice President, and President/CEO.

SKILLS

- Ability to demonstrate professional decorum and discretion due to the nature of the work
- 2 - 3 years office experience; with at least one year of project management experience
- Excellent interpersonal and communication skills, including strong writing skills
- Creative problem-solving skills, initiative, sound judgment, diplomacy and discretion
- Excellent customer support skills
- Extreme attention to detail, with the ability to independently and proactively plan work tasks in advance
- Knowledge and proficiency in using the MS Office Suite (Word, Excel, PowerPoint, SharePoint, Visio, and Project), ADP PayXpert Workforce Now and EZ labor programs
- Must be able to learn shelter specific software

- Bilingual English/Spanish preferred
- Demonstrated ability to effectively manage and prioritize multiple tasks
- Demonstrated ability to be both self-directed and collaborative, as appropriate to the context
- Able to introduce labor management ideas to include all phases of implementation from proposal to management thru staff training
- Able to work with supervisors in implementing new policy
- Willing to take on projects including: updating the employee manual, policies and procedures manuals and automating time and attendance
- Ability to learn quickly, perform multiple tasks, prioritize, and meet deadlines
- Ideal candidate will be self-motivated, adaptable, and responsible.
- Demonstrate discretion and initiative.

WORK SCHEDULE

Variable work schedule, must be able to work two weekends a month. Typically Monday to Friday or Tuesday to Saturday.

QUALIFICATIONS

Minimum of 2 years experience in Human Resources Administration, Bachelor's Degree preferred. Must be literate in Microsoft Office, and knowledge of ADP PayXpert and EZ labor programs. Must be able to learn shelter specific software. Bilingual English/Spanish preferred.

BENEFITS

Full-Time Employees: The Pasadena Humane Society & SPCA offers competitive benefits, including health, dental, vision and life insurance, 403(b), short and long-term disability, paid vacation and sick time, and other benefits.

EXAMINATION

Those applicants who appear to be the best qualified on applications submitted will be invited to interview for the position so that we may evaluate each candidate's experience, knowledge, skills and abilities required for this position.

TO APPLY

Send resume along with a brief cover letter to HR@pasadenahumane.org or by mail to Pasadena Humane Society & SPCA, ATTN: H.R, 361 S. Raymond Ave, Pasadena CA 91105 or by fax to (626) 792-3810. **No phone calls or e-mail please.**