



pasadena humane society & spca

Payroll/Human Resources Coordinator

FSLA Classification
Full Time, Non-Exempt, Tier 5b

REPORTS TO: Director of Human Resources

DIVISION: Administration

DEPARTMENT: Human Resources

JOB DESCRIPTION

Summary/Objective

This position provides exceptional Payroll/ HR customer-driven service by implementing standards and procedures in accordance to PHS policies and guidelines and state and federal laws. Must maintain the day-to-day functions of payroll and meet deadlines within the prescribed timeframe.

Supervisory Responsibilities: None.

Job Duties and Responsibilities:

- Process employee promotions, pay increases, and transfers in ADP. Create and distribute all promotion and other miscellaneous letters to employees.
- Responsible for all data entry of new hires, employee status changes, and terminations in various HRIS and training systems. Verify I-9 documentation and maintain filing.
- Perform background checks and employment verification requests.
- Conduct audits of various payroll, benefits or other HR programs as instructed.
- Perform customer service functions by answering employee requests and questions.
- Process and distribute all final checks for terminated employees.
- Maintain and update personnel files as well as the HR department filing system.
- Assist with all payroll functions including semi-monthly data entry and processing, manual checks and adjustments. Separate and distribute paychecks for all departments on company paydays.
- Perform clerical duties related to filing workers' comp claims, including processing and submitting all required forms to workers' comp provider, submitting payment records, and following up with claims adjusters for further action.
- Responsible for administration of benefits, including medical, dental, vision and auxiliary insurances, defined and optional pension programs, along with vacation and sick time policies.
- Responsible payroll processing in addition to collecting and assembling relevant documentation (parking receipts, personnel action forms, etc.).
- Assist with lifecycle management, including, but not limited to hiring, employee reviews, file maintenance, progressive discipline, and termination.



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- Assist with recruitment process by posting job vacancies, reviewing applications, scheduling phone screens and onsite interviews, and reference checks.
- Assist with employee relations as assigned.
- Assist with parking and key assignments and security clearances.
- Process, review, and reconcile benefits invoices.
- Design and manage Excel spreadsheets tracking various reports for the HR department.
- Help plan and organize PHS events. Participate in PHS social and safety committees.
- Maintain meeting minutes and documentation for all meetings as assigned.
- Assistance with relationship with all insurance providers.
- Assistance with employee enrichment program.
- Assist the PHS store as a backup.
- Assure a safe working environment and actively participate in PHS safety programs.
- Participate as needed in special department projects.
- Work as a team member with other departmental managers.
- Represent PHS at outside meetings, liaise with other organizations and contractors/partners as needed.
- Perform other duties as assigned.

Requirements and Qualifications

- 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 Workforce Now.
- 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 through staff training.
- Able to work with supervisors in implementing new policies and procedures.
- 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.



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Skills and Qualifications

- Minimum of 2 years' experience in Human Resources Administration. Bachelor's Degree required.
- Must be literate in Microsoft Office and have knowledge of processing payroll laws and compliance.
- Must be able to learn shelter specific software.
- Bilingual English/Spanish preferred.

Work Schedule

Variable work schedule. Must be able to work two weekends a month. Typically, Monday to Friday or Tuesday to Saturday. Must be flexible and able to work overtime as needed.

Working Conditions

Fast-paced environment with lots of standing, bending, and walking. Exposure to numerous animals including those with uncertain dispositions.

PHS prohibits discrimination against or harassment of any person employed by or seeking employment with PHS because of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction. Federal law requires proof of citizenship or "alien right-to-work" status.