



## JOB DESCRIPTION

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| Job Title:                     | Human Resources Analyst                                       |
| Department:                    | Operations Department   |
| Workers' Compensation Code:    | 8810  |
| FLSA Status:                   | Salaried  |
| Full Time or Part-time Status: | Full Time   |
| Location:                      | San Diego County – Hybrid Work Schedule as may be set by SDCP |
| Reports to:                    | Director of People  |
| Job Grade Level                | 13  |
| Salary Range:                  | \$82,200-\$106,800  |
| Date Issued:                   | February 3, 2023  |

### SECTION I. OBJECTIVE/PURPOSE

The Human Resources Associate role is designed to support organizational HR administration activities to include reporting and analysis, payroll function, benefits reconciliation, retirement administration, recruitment and applicant tracking and new hire onboarding. Examples include communications and support for HR training activities and meetings, interview scheduling and instruction to employees to complete required activities related to performance management and employee development.

This position reports to the Director of People; and will also work with administrative team.

### SECTION II. ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES

- Administers multi-state payroll on a semi-monthly basis using a payroll/HRIS system.
- Manages benefits program and vendor relationships. Assists employees with questions, issues, and enrollment.
- Contributes to ongoing recruiting efforts as needed.
- Maintains database of employee records as well as all active and inactive applications.
- Conducts initial screening interviews and contacts references to verify background.
- Conducts all new-hire orientations.
- Assists with the development of new-hire training material.
- Assist administrative team with event planning, employee wellness events and committee management.
- Mitigates employee relation issues while adhering to company, state and federal laws and regulations.
- Maintains complete confidentiality of all HR-related information.
- Continually works with department to develop reporting function, streamline the hiring process, and improve internal policies. Assists in developing summaries and recommendations based on findings.



- Frequently interact and collaborate with other internal teams, data analysts, and other SDCP stakeholders to understand and optimize how data can be leveraged to meet business needs.
- Support recruitment portions of website including job postings.
- Excellent time management skills, reporting and data analysis as well as the ability to effectively work independently, or in teams on multiple tasks or projects.
- Assist in public events (in-person or virtual) to educate the general public about SDCP's mission and community benefit
- Other duties as may be assigned.

### SECTION III: KNOWLEDGE, SKILLS, AND ABILITIES

- Associates or bachelor's degree in an applicable area (e.g., business, human resources etc.)
- Public agency, non-profit organization, human resources, or office management administrative experience role with demonstrated customer service skills and understanding of principles involving confidentiality, tact, and accountability.
- General office administrative responsibilities including organizing, filing, customer response, IT tools requests and troubleshooting and reconciliation/accounting.
- Working knowledge of Paychex or similar payroll management system. Will access on a monthly basis benefit insurance portal to enter data and view invoices.
- Ability to identify HR administration process improvement opportunities and suggest new tools or processes. Must be attentive to details and organized.
- Ability to flex, multi-task, and address different duties and priorities as needed.
- Professional communications skills, in writing and verbally, as this role works in collaboration with staff and external SDCP contacts.
- Proven knowledge of and skill in using various computer software and database systems (e.g., Microsoft Word, Excel, PowerPoint, Outlook, MS Teams etc.). Proven ability to create and manipulate spreadsheets for tracking and reporting purposes. Comfort using virtual meeting systems.
- Ability to communicate and collaborate effectively with a variety of individuals representing diverse cultures, backgrounds, and languages to meet diverse teams, communities. and consultants.
- Public speaking and ability to communicate clearly, and persuasively, orally and in writing
- Tact, diplomacy, and discretion in dealing with sensitive and complex issues
- Familiarity with local political, social, and economic landscape as well as San Diego regional stakeholders desired.
- Ability to travel to meetings, and community events locally in San Diego and environs to meet stakeholders. Must have access to reliable transportation, and if driving an automobile, a good driving record. SDCP to reimburse mileage expense at the IRS mileage rate.

### SECTION IV: QUALIFICATIONS, EDUCATION, AND EXPERIENCE



Any combination of education and experience that would provide the knowledge and abilities listed. Demonstrated customer facing or office administration skills and understanding of principles involving confidentiality, tact, and accountability. A typical way to obtain the required qualifications would be:

A two-year degree or higher from an accredited college or university in communications, environmental planning or a related field AND minimum two years of experience in a Human Resources function or Accounting/Payroll function, community outreach, public relations and/or events management. Experience working in a public utility and/or a CCA program is desirable.

#### **SECTION V: WORK ENVIRONMENT/CONDITIONS**

Prolonged periods of sitting at a desk and working on a computer. The position requires occasional carrying, lifting and/or moving objects up to 25 pounds. Also, may require occasional local travel.

At SDCP we work in the communities we serve and in the office. SDCP works to ensure a safe and healthy workplace for employees and in our communities. SDCP requires employees to be fully vaccinated for COVID-19. Exemptions to the vaccine requirement will be considered for individuals with medical conditions that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with governing labor laws.

SDCP is a public agency required to adopt and promulgate a Conflict-of-Interest Code ("COI"). A candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

*This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at the discretion of SDCP as needed.*