

HR Associate

Our mission: We garden to create, share and apply plant wisdom in our world.

Job Summary

The Human Resources Associate is responsible for performing HR-related duties on a professional level. This position supports the following HR functional areas: Recruitment/employment, onboarding, benefits administration, staff training, HRIS, employee records, Cal-OSHA compliance and other duties as assigned. This position will help update or develop key HR processes in a relatively new department.

This is a full-time, non-exempt position that reports directly to the Sr. Director of People & Culture. The starting hourly rate is \$20 - \$22.

Essential Functions

- Assist with recruiting, new hire processing, background checks and onboarding procedures
- Support hiring managers with scheduling interviews, salary assessments and communications with candidates
- Support D&I initiatives in all hiring and staffing functions
- Maintain HR records including, but not limited to, résumés, Personnel Action Forms, applicant logs, and safety documents
- Digitize all employee files
- Administer new employee benefits enrollment, track deadlines
- Respond to general HR-related queries within the organization
- Support responsibilities in payroll administration, as needed
- Administer staff training modules to include: Identify and track mandated training requirements, organize training materials
- Assist with open enrollment functions
- Create a comprehensive Cal-OSHA reporting process to include reporting injuries and tracking occurrences

Competencies

- Proven ability to maintain the utmost level of confidentiality
- Working experience with common HR Information Systems
- Ability to prioritize work flows to meet organizational needs
- Flexibility to quickly change focus, as needed
- Excellent communication and interpersonal skills across all departments and levels of employees
- Ability to communicate with empathy, professionalism and a calm demeanor
- Working knowledge of California and federal employment law
- Excellent organizational skills and attention to detail
- Ability to work independently
- Ability to support, and thrive in, a fast-changing and growing organization
- Knowledge of employee benefits administration (preferred)
- Knowledge of Cal-OSHA requirements and reporting procedures (preferred)

Bonuses

- Spanish proficiency
- Non-Profit experience
- Previous experience with Diversity & Inclusion initiatives

Education & Experience

- Bachelor's degree in HR (preferred). Work experience will be considered, in lieu of
- At least two years previous experience in Human Resources functions
- Willingness to expand job knowledge by participating in educational opportunities; reading HR publications, etc.

Work Environment

- Primarily desk work (sitting or standing)
- May occasionally be required to work weekend or evening shift to assist with Garden events, outdoors

Physical Requirements

- Ability to traverse uneven terrain and walk at least one mile to Garden sites (preferred)
- Ability to perform light physical work

Other Duties

- As assigned

Additional Requirements

- Must pass a background check
- Must possess a valid driver's license

SDBG Diversity Statement

San Diego Botanic Garden is committed to creating, maintaining and growing a welcoming and inclusive environment. Just as our natural world relies on plant diversity, we believe that cultivating diversity amongst our staff and volunteers contributes to a flourishing Garden. We are dedicated to ongoing conversations as we celebrate and support the unique attributes of all people.

Benefits:

Medical, Dental & Vision coverage, 75% paid by the organization

Supplemental Life, AD&D, Accident & Critical Illness Insurance

Life Insurance, company paid

Paid Vacation & Sick leave

403(b) retirement plan with matching

Employee Assistance Program

Flexible Spending Account

10 paid holidays plus paid birthday off

Garden Membership with 6 free passes