

HR Specialist

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

Job Summary

The HR Specialist supports HR processes including processing payroll, recruitment and hiring, tracking staff training, and ensuring compliance with labor laws. This Specialist position also plays a critical role in fostering a safe and productive work environment by helping create an organizational safety plan. This is a full-time, non-exempt hourly position which reports to the Chief Administration & Culture Officer.

Essential Requirements

- 2-4 years of experience in HR processes.
- Knowledge of OSHA/Workers Comp regulations and other applicable safety standards, a plus.
- Familiarity with HR practices, including payroll, recruitment, employee relations, and compliance.
- Strong organizational and time-management skills.
- Excellent interpersonal, written and verbal communications.

Compensation

- **Salary: \$ 21-25/hr.**
- **Full- time/ hourly non-exempt / On-site**
- Benefits:
 - 401 (k) matching
 - Health, Vision, Dental insurance – 75% paid by employer
 - Supplemental accident & critical illness insurance
 - Life insurance
 - Flexible spending account
 - Employee Assistance Program
 - Employee discount
 - Paid vacation & sick time off
 - 10 paid holidays + paid birthday off
 - Garden Family Membership for employee + 3 additional adults/children

Essential Functions

- Assist in the recruitment and hiring process, including posting job openings, screening résumés, coordinating interviews, and conducting background checks.
- Working with all departments, support employee onboarding and offboarding processes, ensuring a smooth transition for new hires and departing employees.
- Process payroll on a bi-weekly basis.
- Address employee inquiries regarding HR policies, procedures, and benefits.
- Lead Safety Committee performing regular safety audits and inspections to identify potential safety risks and implement solutions.
- Maintain records of safety inspections, incidents and training sessions.
- Manage workers' compensation claims and stay updated on relevant laws

- Assist with arranging employee functions and meetings
- Coordinate staff training program to include scheduling, communications, set up, materials, follow up and tracking
- Work with the HR team to deliver exceptional service to staff
- Other duties, as assigned

Skills & Abilities

- Ability to safeguard confidential information at all times, without exception
- Ability to work independently and within a team environment, while remaining flexible and adaptable.
- Ability to change priorities quickly and adapt to a growth organization
- Willingness to wear many hats to support the organization's mission

Education and Experience

- BA/BS degree in related fields, preferred.
- 2 years HR experience and certification, preferred
- Experience working with or creating safety programs, a plus

Work Environment

- Standing or seated at a desk, within a shared office space
- Occasional shifts to support outdoor events at night

Physical Requirements

- Ability to perform light physical work
- Ability to lift up to 30 lbs.
- Ability to walk or drive a golf cart to departments across a 37-acre property

Other Duties

- As assigned

Additional requirements

- Pass a background check.
- Must possess a valid driver's license

SDBG Diversity Statement

San Diego Botanic Garden is committed to create, maintain and grow 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.