

**Payroll & HR Specialist**  
**JOB DESCRIPTION**

<b>TITLE:</b>	<b>Payroll &amp; HR Specialist</b>	<b>GRADE:</b>	<b>9</b>
<b>DEPARTMENT:</b>	<b>Administration</b>	<b>STATUS:</b>	<b>Exempt</b>
<b>SUPERVISOR:</b>	<b>Director of Finance</b> <b>(Director of HR once hired)</b>	<b>FTE:</b>	<b>1.0</b>

**Position Summary:** The Payroll and HR Specialist assists in the implementation and maintenance of a comprehensive human resources program and is responsible for processing payroll on a biweekly basis in collaboration with a third-party servicer. The Payroll and HR Specialist reports directly to the Director of Finance (Director of HR once hired), collaborates with the third-party provider of HR support, and works closely with the Program Directors and Managers on recruitment and other HR processes.

**Essential Functions:**

- Participates in the full cycle of recruitment in collaboration with other members of the HR team and hiring managers. Activities include developing job specifications, sourcing of applicants, conducting screenings and orientations, conducting reference checks and helping to implement HR software.
- Performs all tasks related to processing payroll every two weeks in collaboration with payroll servicer.
- Facilitates the annual staff evaluation process. Coordinates with Finance and Program Directors regarding the required competencies and wage ranges for each agency role.
- Coordinates and tracks professional development plans for staff.
- Collects and logs demographic and other data on diversity, equity and inclusion as well as other recruitment statistics.
- Performs employee onboarding and offboarding activities to ensure that employees and their supervisors are adequately supported.
- Supports employee disciplinary meetings and investigations.
- Completes employee exit interviews. Tracks and maintains exit data.
- Administers agency benefits package and assists with employee recognition programs.
- Supports the Finance team and Director of HR in an annual review of the employee handbook for policy updates.

**Other Responsibilities:**

- Other duties as assigned by supervisor

### **Education and Experience**

- Bachelor's degree in Human Resources, Business or related field of study
- At least three years of related experience and/or training; or equivalent combination of education and experience
- At least two years of payroll processing experience (*experience with Paylocity preferred*)
- SHRM-CP or SHRM-SCP Certification preferred

### **Qualifications- Skills and Knowledge**

- Proficiency in Microsoft Office Suite (Word, Outlook, PowerPoint and Excel)
- Experience with HR software and databases (*Paylocity highly preferred*)
- Experience with (phone and in-person) interviews, candidate screening and evaluation
- Familiarity with social media and other professional networks (LinkedIn & Facebook).
- Strong analytical and problem-solving skills
- Excellent verbal and written communication and project management skills
- Exceptional organizational skills and attention to detail
- Ability to maintain strict confidentiality
- Knowledge of Salesforce (*preferred*)
- Bilingual in Spanish and English (*preferred*)
- Experience working with diverse workforce (*preferred*)

### **Key Competencies**

Client Focus  
Cultural Competence  
Collaboration  
Communication

### **Application Process**

**Please submit your resume and cover letter to**

**<https://recruiting.paylocity.com/recruiting/jobs/Details/758908/Canal-Alliance/Payroll-and-HR-Specialist>**

**Applications without a cover letter will not be considered.**

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