



Position Description

JOB TITLE: HR Coordinator

DATE: March 2021

DEPARTMENT: Human Resources Department

FSLA STATUS: Non-Exempt

OFFICE: San Francisco

JOB STATUS: Regular, Full-time

REPORTING RELATIONSHIP: Reports to the Director of Human Resources.

BASIC FUNCTION: Assists with the provision of Human Resources services to Partners, Management Team and staff.

ESSENTIAL FUNCTIONS include the following. Regular and predictable attendance is an essential function of the job.

Employee New Hire and Exit Processes: Assists with the day-to-day activities related to staff onboarding and offboarding, including:

- Prepares staff offer letters and onboarding packet.
- Coordinates background checks.
- Coordinates new employee orientation process for staff.
- Assembles Orientation materials.
- Serves as back-up for conducting HR orientation.
- Prepares Payroll Action Forms (PAFs) for Payroll.
- Manages checklists for new hires, leaves of absences and terminations.
- Performs E-verify
- Assists Benefits Manager with preparation of COBRA notices.

Recordkeeping and Reporting: Assists with the day-to-day activities related to HR Recordkeeping and Reporting, including:

- Enters data in HRIS and emergency notification system.
- Writes and runs reports for HR and Management Team, as needed.
- Prepares submissions for salary surveys
- Maintains HR Recordkeeping, including personnel records, attendance sheets, payroll and other HR documents.
- Prepares monthly turnover and headcount analysis report (Personnel Activity Report).
- Prepares EEOC and OSHA reports as required.

Staff Performance Management: Assists HR Director with the annual Staff Performance process, including:

- Sets up reviews in performance review software

- Assists in tracking and reminders
- Collects completed reviews

Staff Recruiting: Assists HR Director with Staff Recruiting, including:

- Posts open staff positions
- Screens resumes, as requested
- Schedules interviews

Attendance/Leaves of Absence: Assists with the day-to-day activities related to attendance recordkeeping and leave of absences, including:

- Sorts and reviews attendance sheets. Calculates overtime and enters into spreadsheet.
- Enters PTO and Vacation into HRIS.
- Responds to staff and supervisor questions regarding PTO, Vacation, Sick Leave policies. Monitors balances for staff who reach cap or exhaust available PTO.
- Prepares leave memos and packets.
- Tracks time off eligibility.
- Prepares payroll offsets.

HR Events/Wellness Coordination/Charitable Matching/Volunteer Programs:

- Assists with planning all HR-sponsored events, including the annual benefits fair, Take Our Kids to Work Day, Summer Event, Firmwide Holiday Party.
- Assists with coordination of group volunteer programs
- Participates on Wellness Committee and coordinates presentations, challenges, etc.
- Collects charitable matching pledges and processes collection and payments.

General HR Functions:

- Responds to inquiries from Staff, Management Team and Partners.
- Backs up the Payroll/Benefits Specialist.
- Orders flowers; manages spot bonuses/gift cards.

Works Cooperatively and Collaboratively with Others: Strives to meet deadlines. Assists with special projects as assigned. Works cooperatively with attorneys and staff in the firm.

Other: Performs other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, skills, knowledge and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education: College degree and/or Human Resources professional certification preferred.

Experience: Office experience or equivalent education sufficient to demonstrate understanding of job requirements. Administrative assistant, accounting/payroll and/or human resources department experience preferred.

Knowledge, Skills and Abilities:

- Excellent attention to detail.
- Intermediate knowledge of MS Office Suite of software (Word, Outlook and Excel).
- Ability to become adept at use of various HRIS/payroll databases and report writing.
- Accurate touch-typing at a net speed of at least 40 words per minute.
- Strong interpersonal, organizational and analytical skills.
- Excellent communication skills, both written and verbal; demonstrated use of correct grammar, spelling and punctuation.
- Ability to work effectively within a team environment and to work proactively.
- Strong time management skills and the ability to work under pressure in a fast-paced environment; ability to prioritize multiple tasks and meet deadlines.
- Ability to maintain confidential information and exhibit a high-level of integrity, trust and professionalism.

Level: Works under moderate supervision.

Physical Demands: The physical demands described here are representative of the requirements that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to handle objects, office tools or controls; extensively use a computer keyboard and mouse; reach above and below waist level; talk and listen. The employee is frequently required to work at a work station, as well as to lift and transport objects such as documents and files weighing up to 15 pounds. The employee is often required to move about the office. Specific vision abilities required by this position include close vision and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, including moderate noise level, an indoor temperate environment, and light levels that are bright and conducive to minimal eye strain, typical for an office workstation environment.

SCOPE OF JOB DESCRIPTION AND MODIFICATIONS: This job description intends to describe the general nature of the job and does not represent that all such duties will be performed by all individuals who hold the job. This job description does not limit the tasks that an employee may reasonably be requested to perform and in no way alters the firm's at-will employment policies. Substantive changes to this job description may be necessary to meet the changing business needs of the firm. Any substantive revisions to this job description require the approval of the Director of Human Resources.

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