



**JOB TITLE:** HR & Payroll Assistant

**REPORTS TO:** Senior Management

**SUMMARY:** Responsible for HR matters, Worker's Compensation claims, FMLA, attendance clock/reporting, vacation, sick pay, hiring, new hire orientation, employee disciplinary actions, DOT program, coordination of Basic Inspection of Terminals (BIT) with Maintenance Department, accident reporting, and Safety Procedures & Training.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but not limited to:

- Assists with payroll Attendance Program including documenting notes and entering time
- Keeps track of employees times on a daily basis and ensures that all time clocks are working properly
- Maintains job descriptions, employment applications, and resumes
- Coordinates with Employment Agencies when new positions become available for potential applicants
- Conducts and assists with new hires interviews and job offerings including background checks and drug testing
- Coordinates with Supervisors on scheduling employees time in Attendance Program
- Ensures all documentation for new hires is accurate and complete and enters new employee information into Attendance and Payroll Program
- Conducts new hire orientation; document and conducts exit interviews
- Reports new hires to EDD and reviews EDD UI claims
- Keeps track of employee's benefits such as vacation time, sick pay, holiday pay, medical benefits, etc.
- Responsible for Worker's Compensation claims, including maintaining a log of claims, document injury information, and review accident reports
- Manages FMLA and COBRA documentation when necessary
- Provides general information on Health Insurance coverage, 401K, and other benefits offered
- Maintains employees' personnel files and files/organizes all required documentation
- Conducts safety trainings, which may be outside regular hours, and maintains safety all documentation
- Ensures Pena's Handbook Policies are followed, takes corrective action when required, documents violations, and trains employee on proper procedures, as required
- Keeps track of DOT program for drivers
- Primary contact for CHP/DOT Bit Inspection process review and compliance
- Coordinates Bit Inspection with Maintenance Department
- Insures Maintenance Department paperwork is complete & in compliance for Bit Inspection
- Primary contact for all accident reports, maintains log of reports, and drives employee to medical facility for drug/alcohol screening and treatment
- Adheres to all safety procedures
- Performs other duties as assigned

**REQUIRED QUALIFICATIONS:**

- Must have 1-3 years previous HR experience
- Must have valid driver's license
- Must be DMV insurable

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or equivalent
- 1-3 years previous HR experience

**LANGUAGE SKILLS:** Bilingual preferred (English & Spanish) - English required

**REQUIRED SKILLS/COMPETENCIES:**

- Must be computer proficient, Word proficient and basic knowledge of Excel; able to quickly learn company utilized software
- Able to communicate effectively in a professionally and courteous manner with customers and co-workers in both written and verbal form; able to follow oral and written instructions
- Able to recognize and solve problems; able to apply common sense understanding
- Able to work independently and multitask while adhering to scheduled and unscheduled deadlines
- Exceptional organization skills