San Diego Youth Symphony (SDYS) is seeking a permanent part-time Human Resources Assistant to work as part of the SDYS Business Office and perform administrative tasks that focus on HR processes, HR support service and employee customer service. He/she/they reports to SDYS’ Business Office Manager and should be comfortable working in a busy, team environment. In addition to having some knowledge and experience of HR practices, the right candidate will be willing to commit to SDYS’ core values of commitment, creativity, equity, collaboration, and service. This position is a great opportunity to directly support our vision of enriching lives through music education. Specific responsibilities include:

### Hiring Processes
- Assist in developing recruiting plans for select positions
- Assist in the preparation of job descriptions
- Coordinate job postings through available services to be inclusive and encourage diverse applicants
- Log and file applicants
- Answer frequently asked questions from applicants and employees related to standard policies, benefits, hiring processes, etc.
- Coordinate interview scheduling
- Ensure reference checks and criminal background checks are completed
- Maintain files of offers and rejections

### Employee On-Boarding
- Coordinate all on-boarding activities including processing in Employee Navigator and ADP
- Work with hiring managers to provide appropriate orientation
- Ensure Business Office provides training in payroll
- Assign appropriate training and track accomplishments as needed
- Work with the Production Manager to assign work spaces, computers, email addresses and other general needs
- Coordinate getting name tags, business cards, etc. for new employees
- Ensure all employees have access to designated benefits and understand their options
- Work with the business office to coordinate special enrollment periods for appropriate benefits
HR Administration

- Maintain accurate and current human resource files, records, and documentation; always maintain the integrity and confidentiality of HR files and records
- Update the Employee Handbook for policy compliance in collaboration with the Business Operations Manager.
- Coordinate and track training and professional development as needed with managers
- Coordinate with SDYS’ external HR vendor on any sensitive or confidential employee disciplinary issues, grievances, or corrective actions
- Ensure all voluntary termination processes are followed according to company policy and state laws

Benefits Coordination

- Develop a strong understanding of the benefits plan and how it is offered
- Communicate benefits changes, updates, enrollment to employees, coordinating with HR vendors as needed
- Work with the business office to coordinate all employee benefits
- Maintain accurate files of benefit participation in Employee Navigator
- Coordinate with the business office to make sure payroll deductions are updated in ADP
- Coordinate systems integration between Employee Navigator and ADP

Employee Recognition

- Ensure the annual performance appraisal process is implemented by managers and supervisors
- Assist in coordinating staff retreats and events
- Create and send birthday cards to employees on time
- Track employee anniversaries and make sure they are announced at staff meetings
- Work with Managers and the President & CEO to coordinate employee recognition programs and support a culture of belonging and inclusion

Other duties as assigned by the Business Office Manager.

Qualifications

We’re seeking candidates who excel in interpersonal relationships, organization and compliance, and who thrive in a passionate, collaborative environment. You should have:

- Strong verbal and written communication skills
- Strong interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy
- Demonstrated organizational skills and attention to detail
- Familiarity with Google Suite
- Direct experience or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications (Experience with ADP Workforce Now and/or Employee Navigator preferred.)
- Positive attitude and team player
- High school diploma required; some college preferred; equivalent work experience considered

Additional Information

All SDYS employees are required to be fully vaccinated against Covid-19. This position requires sitting at a desk or workstation, walking, standing, climbing stairs, hearing, speaking, being able to lift up to 25 lb. and able to drive to locations pertaining to organizational operations as needed. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. This is a permanent part-time, 10-12 hour/week position (flexible scheduling) with the
potential to work additional hours for special events on weekends and/or evenings according to SDYS’ season calendar. The position is not eligible for benefits, with the exception of paid sick leave, 401(k) participation (non-matching), and discounts offered by participating Balboa Park institutions. We will begin reviewing applications immediately; this position is open until filled. To apply, send an email summarizing your qualifications and interest along with a current resume to hr@sdys.org.

About San Diego Youth Symphony
SDYS’ mission is to instill excellence in the musical and personal development of students through rigorous and inspiring musical training experiences. We do this through both our traditional youth symphony programming and our neighborhood- centered programming and partnerships, and our Early Childhood curriculum. For more information, please visit www.sdys.org.