



JOB DESCRIPTION

PAYROLL & HR ADMINISTRATIVE SPECIALIST

FLSA: Non-Exempt
Department: Administration
Reports To: HR Manager and/or Executive Director
Approved on: September 3, 2019

Newmeyer Dillion, a regional firm consistently named among OCBJ's Best Places to Work, is a multi-service law firm that provides both litigation and transactional representation. The Firm has gained national recognition for its construction and insurance work, the firm provides representation in a comprehensive range of practice areas including: business and real estate litigation, real estate and corporate transactions, labor and employment, land use and eminent domain, environmental, entertainment and cyber security. This position will be based out of the firm's Newport Beach office.

Essential Duties and Responsibilities include, but are not limited to:

PAYROLL

- Records, executes and maintains daily, weekly and monthly payroll functions in iSolved and/or other related software.
- Ensures that all non-attorney personnel are being compliant with meal break periods, as mandated by state law. Provides weekly updates to the Controller.
- Coordinates various reporting needs, live checks and PTO information with the HR Manager and/or Executive Director and other HR team members.
- Uploads Health Savings Account deductions to carrier's portal on payroll weeks.
- Tracks PTO notices and utilization from staff and verifies data in HRIS system for accuracy with accruals.
- Executes payroll and census reporting, often times coordinating with other members of the HR team.
- Enters new staff and attorneys into HRIS system on their first day.
- Uploads or edits direct deposit information into HRIS system, ensuring that backup documentation is present and accurate.
- Communicates changes in residence with all staff and attorneys with HR team. Sends out a notification in early December and a final reminder at the beginning of January to all firm users to ensure that addresses are current when W2 forms are published.



PAYROLL & HR ADMINISTRATIVE SPECIALIST

HR ADMINISTRATION

- Collects new hire information and enters all new staff and attorneys in HRIS system.
- Sends notifications to 'Status Change Sheets' email group for all new hires, promotions, leaves of absence, desk or office changes and departures.
- Updates various HR spreadsheets (Census, Sexual Harassment Prevention Training, Work Anniversaries, Manual Time Punches, etc.), or downloads and saves annual reporting from HRIS system into document management system.
- Initiates offboarding procedures for all known departing employees, communicating any updates with the HR team. Coordinates offboarding with HR Generalist/Benefits, ensuring that all benefits are terminated within the departure timeline. Verifies COBRA has been initiated.
- Coordinates and calendars exit interviews and meetings for departure paperwork.
- Monitors and updates HRIS system with personnel file edits and new graphics for internal events.
- Strategizes and executes the Associate Evaluation process, updating the evaluation at the Managing Partner's request, tracks the results of all completed evaluations, executes or compiles reporting that shows cross comparisons of evaluation results. (Thorough communication with the

Education/Experience Requirements

- 2-3 years of experience in general payroll and HR practices and strong, knowledge of CA labor laws is highly desired, preferably in a professional service environment.
- Associates degree preferred, HR Certification highly desired.

Knowledge, Skills and Abilities

- Polished interpersonal communication skills, both written and verbal.
- Knowledge of California and federal employment law experience administering leaves of absence.
- Ability to build rapport and collaborative relationships across the firm, departments and practice groups.
- Ability to act as a trusted advisor and maintain confidentiality.
- Excellent organizational and project management skills.
- Proficiency in Microsoft Word, PowerPoint, Excel, Outlook, and HRIS software.

Physical Environment and Working

Conditions

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Normal office environment with little exposure to excessive noise, dust and temperature extremes.
- This position routinely uses standard office equipment such as computers, phones, multi-function devices (copy, fax and scanning machines), and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; sit; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Some light lifting of 15 pounds or less is required on a regular basis.
- Work may occasionally require more than 40 hours per week to complete the essential duties and primary responsibilities of the position.