



## Human Resource Administrator

**Position type:** Full-time, Exempt  
**Reports to:** Chief Operating Officer  
**Location:** San Francisco Bay Area, Hybrid work optional

The Human Resource Administrator performs administrative tasks and services to support operations of the organization's human resource (HR) activities in partnership with Professional Employer Organization (PEO). This position oversees all HR administrative tasks, including entering data into an HR information system for a staff of approximately 50 full-time employees and 30 seasonal staff. This role will implement best practices for employee performance evaluation, salary adjustments and support professional development opportunities for staff. The Human Resource Administrator will lead highest and best practices for equitable recruitment, hiring and training to diversify the Conservancy employees. This position is based out of the San Francisco Office.

### Who We Are

We are passionate about Yosemite — and about helping all people connect with, learn about, and take care of the park. As a member of the Conservancy team, you will be making a difference for Yosemite every day. We work together to provide enriching visitor programs and services, and to support projects that protect wildlife, restore trails and habitat, advance scientific research, inspire visitors, and much more.

### What You will Do

The Human Resource Administrator reports to the Chief Operating Officer and is responsible for the following:

- Partner directly with outsourced PEO on all HR practices and successfully manage PEO relationship
- Oversee/handle all HR administrative tasks, including entering data into HR information systems and audit for accuracy and compliance
- Maintain accurate and current HR files, records, and documentation
- Manage the recruiting cycle: write job descriptions, screen applicants, make hiring recommendations, check references, perform onboarding tasks, and process all associated documentation
- Develop, maintain, and explain policies, procedures, laws, and standards to new and existing employees in partnership with PEO
- Facilitate and process employee leaves, separations, and terminations as needed
- Maintain the integrity and confidentiality of all human resource activities
- Ensure all time and attendance hours, paid time off (PTO) tracking, and adjustments are accurately entered and approved prior to submittal of time file for payroll
- Assist with payroll functions and answer associated questions from employees
- Plan and execute special events, meetings, trainings, and retreats
- Create and maintain HR and payroll calendar
- Implements highest and best practices for employee performance evaluation, salary adjustments and advancement.
- Promotes professional development opportunities for staff.



- Advise organization regarding contracting and hiring practices related to temporary work arrangements.

## **Who You Are / Keys to Success (the must-haves)**

To be successful in this job, you will excel in these areas:

### **Hard skills:**

- Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations.
- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

### **Soft skills:**

- Commitment to the mission, values, goals, and success of the Yosemite Conservancy and to advancing a culture of inclusion in the organization and in Yosemite.
- Ability to work independently and in a group setting.
- Excellent communication and relationship skills with a variety of internal and external stakeholders.
- Work in an organized manner and have good multitasking and analytical skills, including a penchant for highly detailed processes.
- Ability to defuse difficult situations with a calm, empathetic demeanor while also creating an environment where dissatisfied visitors or employees feel heard and supported.
- Collaborative, creative, and flexible with a sense of humor.
- Highly independent, self-starter who displays initiative in taking on new projects.
- Creative thinker and open-minded problem solver with a calm and flexible demeanor.

The following are plusses, but not requirements:

### **Education/Experience:**

Undergraduate degree (B.A. or B.S.) or Associate degree (A.A.) in related field required or equivalent work experience; A minimum of 2 years human resource experience. Payroll and Nonprofit experience desired.

### **Mathematical Ability:**

Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Compute rate, ratio and percent, and draw and interpret bar graphs.

### **Computer Skills:**

MS Office; Internet software.



## Working Conditions

- Primarily desk-/computer-based, with regular meetings (in person, or via video or phone).
- Meeting and collaborating with Yosemite Conservancy employees.
- Lift, carry, and position objects weighing up to 30 pounds when moving supplies.

## What Else You Should Know

We value diversity among our staff just as we value it among park visitors. As such, Yosemite Conservancy is an equal opportunity employer, and we encourage people of all backgrounds to apply to join our team. We especially encourage people of color, LGBTQ people and people with disabilities to apply.

The position is full-time and with core work hours in the San Francisco Office on a hybrid work schedule, if preferred. Occasional travel to Yosemite Park is expected to meet with park-based staff when it is safe to do so. As such, the role requires travel five to six times per year.

The salary for this position ranges from \$75,000 to \$85,000, with exact salary depending on experience.

We also offer excellent benefits, including:

- 11 annual holidays and 2 floating personal days
- 100% paid premiums for employee health insurance
- vision and dental insurance
- basic life insurance
- vacation and sick leave
- retirement program (following one year of employment)
- annual National Parks pass
- stipends to visit Yosemite National Park twice a year
- and more

**COVID-19 update:** Please be aware that Yosemite Conservancy currently requires all employees to be fully vaccinated against the COVID-19 virus as a condition of employment. Yosemite Conservancy will consider requests for medical or religious accommodation to this vaccination requirement during the recruiting process if such accommodation would permit the individual to perform the essential functions of the job. The position is full-time and based in the Conservancy's San Francisco office.

**How to Apply:** Please click here to apply: <https://j.brt.mv/jb.do?reqGK=27659712>