



JOB DESCRIPTION

Human Resources Associate

EMAIL RESUME TO: careers@carewestins.com

Department:	Human Resources
Reports To:	Director of Human Resources
Terms:	Full-Time, Hybrid
Location:	Rocklin, CA
Salary Range:	\$65,000-\$75,000 annually
FLSA/CA Law Status:	Nonexempt

About This Role:

Working closely with the Director of Human Resources, this position performs accurate, confidential, and service-oriented HR administration across payroll, HRIS, employee records, recruiting, benefits, compliance support, audits, reporting, payroll accounting, and process documentation.

Essential Duties and Responsibilities: Essential duties and responsibilities include, but are not limited to, the following. Additional duties may be assigned as business needs require.

Payroll, Accounting, and Compliance

- Process and audit payroll, employee changes, timekeeping corrections, deductions, and garnishments.
- Prepare payroll reports, journal entries, and cash reconciliations.
- Research discrepancies, document corrections, and escalate compliance or financial concerns.
- Maintain payroll records and support internal and external audits.

HRIS and Employee Records

- Maintain accurate employee information in Rippling and related HR systems.
- Maintain confidential personnel, payroll, benefits, leave, recruiting, and separation records.
- Conduct personnel-file audits and coordinate follow-up on missing or inconsistent documentation.
- Maintain HR reports, spreadsheets, calendars, and trackers.

Benefits and Retirement Plans

- Support benefits administration, enrollment changes, employee questions, and Open Enrollment.
- Process and reconcile benefit invoices while protecting confidential information.



- Assist with 401(k) administration, the annual census, notices, and data requests.
- Support benefits and workers' compensation audits.

Recruiting, Onboarding, and Offboarding

- Coordinate job postings, applicant tracking, interviews, and candidate communication.
- Support pre-employment activities, new-hire documentation, system setup, and benefit enrollment.
- Track onboarding milestones and required 30-, 60-, and 90-day activities.
- Coordinate administrative offboarding, property return, system changes, and records retention.
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Job Documentation and HR Projects

- Draft and maintain job descriptions, SOPs, checklists, templates, and process documentation.
- Support HR calendars, manager resources, leave tools, audit systems, and documentation platforms.
- Assist with HR projects, reporting, research, technology improvements, and workflow automation.
- Provide additional departmental support during periods of increased workload.

Employee and Department Support

- Provide responsive and professional support to employees and managers.
- Prepare routine HR communications, confirmations, reports, and documentation.
- Maintain HR deadlines for reviews, notices, audits, and recurring activities.
- Participate in HR, payroll, benefits, technology, and certification-related development.

Supervisory Responsibilities:

None.

Competencies: To perform the job successfully, an individual will need to demonstrate the competencies listed below.

- Integrity and professionalism
- Attention to detail and accuracy
- Critical thinking and problem-solving
- Written and verbal communication
- Confidentiality and sound judgment
- Customer service and collaboration
- Organization and time management
- Initiative and accountability
- Adaptability and continuous learning
- Leadership potential

Qualifications: To perform this job successfully, an individual must be able to perform the essential functions of the position satisfactorily. The qualifications listed below are representative of the knowledge, skills, abilities, and other characteristics required for successful job performance. Reasonable

accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- Associate degree or higher in Human Resources, Business, Accounting, or a related field preferred; equivalent relevant experience will be considered.
- Two or more years of experience in HR administration, payroll, benefits, HRIS, or related operations.
- Working knowledge of California employment and wage-and-hour practices.
- Minimum of one year of experience processing California compliant payroll.
- Experience with accounting principles, including reconciliations, journal entries, debits, and credits preferred.

Language Skills:

Ability to communicate effectively in English, both verbally and in writing. Ability to read, interpret, and prepare business correspondence, reports, policies, and other work-related documents. Ability to effectively present information and respond professionally to questions from coworkers, clients, vendors, and others.

Mathematical Skills:

Ability to apply mathematical concepts, including basic arithmetic, percentages, and other calculations necessary to accurately perform payroll, accounting, reconciliations, and other job-related responsibilities.

Reasoning and Problem-Solving Skills:

Ability to analyze information, exercise sound judgment, solve practical problems, and make decisions based on available information. Ability to interpret written, oral, and electronic instructions and apply them effectively in a variety of work situations. Ability to adapt to changing priorities, business needs, technology, and work processes.

Computer Skills:

Proficiency in the use of Microsoft Office applications (Word, Excel, Outlook, PowerPoint, and other applicable programs), proprietary software, and other technology required to perform the essential functions of the position. Ability to effectively learn, adapt to, and utilize new software, artificial intelligence (AI) tools, and emerging technologies as business needs evolve.

Certificates, Licenses, Registrations: PHR, PHRca, SHRM-CP, or other recognized HR certification preferred. Employee must successfully obtain an approved HR certification within two years of hire as a condition of continued professional development..

Physical Requirements:

- The position requires the ability to remain in a stationary position for extended periods while working at a computer, reviewing documents, participating in virtual or in-person meetings, and performing other essential job functions.
- The position requires the ability to operate standard office equipment and technology, including computers, telephones, printers, and other business-related equipment.

- The position requires the ability to communicate effectively and accurately exchange information with coworkers, clients, vendors, and others in person, by telephone, video conference, and electronic communication.
- The employee may occasionally be required to move throughout the office, bend, reach, and lift or carry items weighing up to 25 pounds.
- If the position is designated as hybrid, the employee must be able to work from the Company's Rocklin, California office as required to meet business needs.

Work Environment:

Work is performed in a professional office environment. The noise level is typically quiet to moderately quiet.

Additional Information:

This position is classified as nonexempt under the Fair Labor Standards Act (FLSA) and applicable California law.

The employee is expected to comply with all Company policies, procedures, and standards of conduct.

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Management reserves the right to assign, modify, or remove duties and responsibilities as business needs require.

Nothing in this job description alters the at-will employment relationship between the Company and the employee.

Reasonable Accommodation: To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.