



JOB POSTING

Position Title: Part-time Human Resources (HR) Assistant

Start date: May, 2025

Location: Los Angeles, CA

Compensation range: \$26 - \$34/hour

Kimberlina Whettam & Associates (KW&A), one of LA's top development consulting and municipal permit expediting firm, is in search of a **Part-time HR Assistant** to join our team.

Launched in 2008, KW&A is a boutique, woman-owned firm specializing in project approvals for land use projects. We are passionate problem-solvers and masters of follow-through. We geek out on regulatory minutiae and draw profound joy from getting things done.

Relationships are fundamental to our success, and we are proud to work with LA's most talented groups of architects, engineers, contractors and developers. As part of these development teams, we have gained approvals for some of the city's most defining projects of the past decade, including Academy Square, Dodger Stadium, Columbia Square, Google, LAX Automated People Mover, Netflix, Sunset Bronson Studios, Westside Pavilion as well as several high-end custom single-family homes.

The HR Assistant will support the Chief Operating Officer with HR-related duties. This is a new position for the company. This position is part-time and can range from 12 - 15 hours/week on a hybrid work schedule which requires at least 1 day/week in the office in DTLA (a fully remote position can be considered for exceptional candidates).

What You'll Do...

- Track/monitor staff training, including mandatory training such as respectful workplace and safety training
- Assist with onboarding and separation; including coordinating background checks with outside vendor for new hires
- Prepare responses for CA Employment Development Department for COO and/or CEO review/approval
- Serve as the company timekeeper, including the following subtasks:
 - Daily check to ensure time is being entered into timekeeping systems (billable, PTO, breaks are in compliance with regulations, etc.)
 - Create MS Outlook Calendar updates for approved PTO, holidays, etc.
 - Weekly Reviews, review billable time against targets for previous week and report to Director's any issues
 - Monthly Review, produce and distribute Monthly Billable Time report (including PTO)
 - Reminders for completion and submittal of timekeeping systems at end of pay periods and weekly.



- Tracking and sending calendar updates for City holidays and company holidays
- Assist staff with questions regarding PayChex Flex and Flock
- Assist staff with questions regarding benefits
- Support COO with preparing for and managing open enrollment season for group insurance plans
- Assist with recruiting efforts – drafting announcements, posting announcements (Indeed, company website, LinkedIn, etc.), reviewing resumes, scheduling interviews, etc.
- Manage Indeed account for company
- Review group insurance invoices monthly to ensure accuracy, correct errors as discovered with insurance carriers
- Assist in fielding group insurance administration-related questions from staff
- Documentation management/file management (onboarding paperwork, offboarding paperwork, training attendance, certifications, kudos, performance reviews, etc.)
- Support administrative tasks related to HR for staff in different states in the US and overseas (employed through a third-party employment services company).
- Support logistics and communications for teambuilding events and other celebrations such as staff birthdays and milestone anniversaries
- Support the performance review process by sending out forms to pertinent staff, collecting and organizing forms, and entering forms into personnel records within specific time frames
- Support on employment agreements for staff promotions

What We Offer...

- *Competitive compensation*
- *Paid time off*
- *A friendly work environment*
- *A hybrid work schedule (note: for exceptional candidates with experience with both PayChex and California HR-compliance, a fully remote position can be considered)*

What You'll Need...

- Bachelor's degree preferred; High school diploma, Associate's degree or incomplete Bachelor's accepted for candidates with strong professional work experience in the field of HR
- Minimum of 2 years of professional work experience, with at least 1 year of professional work experience in an HR-related position
- Attention to detail and organized
- Strong written and oral communication skills



- Competence in MS Office (Outlook, Teams, Word and Excel) and Adobe Acrobat and/or DocuSign
- Previous experience with PayChex a plus
- Ability to manage fluctuating priorities
- Capacity to work collaboratively across a team of several managers

KWA is an equal opportunity employer and complies with the State of California and the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance requirements.

Interested candidates should send resume and cover letter to info@kwhettam.com by April 30, 2025.