



## **HR & Payroll Specialist (Seasonal, Non-Exempt)**

**Pay:** \$29–\$32/hour

**Type:** Seasonal, Part-Time

**Reports To:** Manager of Finance & Administration

### **Ad Listing:**

Applicants are encouraged apply through Indeed or LinkedIn.

Join the team that drives Chaparral's culture. As our HR Generalist & Payroll Specialist, you'll shape the employee experience and help foster the service, teamwork, and community spirit that make Chaparral thrive.

**Company Overview:** Chaparral Country Club, founded in 1979 in Palm Desert, is a vibrant golf and residential community of 625 homes, with Golf Members, Social Members, Non-Resident Members, and Renters. Alongside our Ted Robinson-designed executive golf course, members enjoy net sports, dining, and a year-round mix of social activities. What sets Chaparral apart is our people—employees who bring energy, professionalism, and personality to every interaction. Joining our team means stepping into a culture that values hospitality, teamwork, and growth, where your impact is felt daily and your work shapes the community experience.

**Position Overview:** Step into the spotlight as Chaparral's HR Generalist & Payroll Specialist—the point person for HR and payroll throughout our busy season. From processing payroll and administering benefits to onboarding new staff and maintaining compliance, you'll own the core functions that keep our people supported and our operations running smoothly.

This seasonal role (October–May) reports to the Manager of Finance & Administration and focuses on building structure and consistency across HR. In your first season, you'll lead a major upgrade: digitizing records, streamlining workflows, and creating Standard Operating Procedures (SOPs) that set the foundation for future success.

It's a role for someone who thrives on accuracy and organization: one day you'll be fine-tuning payroll in Paychex Flex, the next welcoming new hires at our seasonal kickoff. At every step, you'll be shaping a workplace culture built on service, teamwork, and the community spirit that makes Chaparral thrive.

### **Schedule:**

- **October–November (Peak Hiring & Onboarding):** Extended availability needed during this period, beginning with the Welcome Back Benefit & Training Seminar.
- **December–May (Part-Time, approx. 24 hrs/week over 3 days):** Steady HR, payroll, and compliance work, continued digitization, and support for annual employee reviews and wage adjustments.
- **June–September (Off):** No scheduled hours; HR and payroll responsibilities are handled by the Manager of Finance & Administration.

**Responsibilities:**

- Process payroll and verify department timecards using Paychex Flex.
- Review and audit employee time punches to ensure compliance with California labor laws, including meal period requirements, daily hours, and overtime.
- Administer benefit enrollments and terminations—working with Healthnet (healthcare) and Principal (dental, vision, life insurance).
- Coordinate recruiting, job postings, applicant screening, and onboarding.
- Maintain compliance trackers for certifications, licenses, and required training.
- Support employee relations processes, including policy updates and performance documentation.
- Organize annual employee benefit and compliance training events.
- Maintain I-9/E-Verify records, digitize personnel files, and ensure audit readiness.
- Support managers in review tracking and implementing approved wage changes.
- Stay current with California labor laws and support compliance audits and training updates.

**Qualifications:**

- 2+ years HR and payroll experience, preferably with California compliance.
- Proficiency with Paychex Flex or similar HRIS/payroll systems.
- Strong understanding of HR compliance requirements.
- Excellent organizational skills and attention to detail.
- Ability to handle confidential information with discretion.
- Strong written and verbal communication skills.

**What We Offer:**

- Competitive pay
- Medical/Dental/Vision/Life Insurance benefits (for 20+ hrs/week)
- Flexible Spending Account to help cover eligible health-related expenses
- 401(k) with employer match
- Complimentary Employee Meals

**Chaparral Country Club is an Equal Opportunity Employer.** We consider all applicants fairly, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other protected characteristic. We believe diversity strengthens our team and foster a culture where every individual feels respected, supported, and empowered to contribute to our shared success.