

FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

POSITION ANNOUNCEMENT

Position: Personnel Administrator

Location: San Diego, CA

Application Deadline: August 14, 2026

Posted: July 31, 2026

Office Website: www.fdsdi.com

Salary Range: 5/1 \$46,533 to 12/10 \$132,923

Federal Defenders of San Diego, Inc. (FDSDI) is seeking a full-time Personnel Administrator to join our growing HR team in our San Diego office. FDSDI is the Community Defender Organization for the Southern District of California, serving San Diego and Imperial Counties, and operates under the authority of 18 U.S.C. § 3006A(g)(2)(B) to provide federal criminal defense services by court appointment to individuals who are unable to afford counsel.

This position reflects FDSDI's continued investment in employee support and HR services. In collaboration with the Director of Human Resources, the Personnel Administrator will provide administrative support across HR functions, including recruitment, onboarding and offboarding, benefits administration, records management, compliance tracking, and employee support. Our employees are our most valuable resource, and this role plays an important part in supporting the people who carry out our mission.

The ideal candidate is organized, responsive, and people-centered with strong communication and customer service skills. This position requires professionalism, discretion, attention to detail, and the ability to manage competing priorities in a fast-paced environment. The Personnel Administrator will serve as a key point of contact for employees and applicants, helping ensure a positive and efficient experience while supporting daily HR operations.

This role offers an excellent opportunity for recent college graduates and early-career professionals interested in building an HR career. You'll gain hands-on experience across a broad range of HR functions in a full-time position, Monday through Friday, 8:30 AM to 5:30 PM.

Duties and Responsibilities:

Under the supervision of the Director of HR, the Personnel Administrator will:

- Provide administrative support for a variety of HR functions, including recruitment, onboarding and offboarding, benefits administration, records management, compliance tracking, and employee support.
- Coordinate interviews and meetings, scheduling activities, and assist with candidate communications throughout the recruitment process.
- Prepare and maintain personnel files, onboarding materials, employment records, and other confidential HR documents.
- Enter and maintain employee information in HR information systems and benefits administration platforms, ensuring accuracy and completeness.
- Assist with benefits administration activities, including enrollment updates, invoice processing, open enrollment communications, and record maintenance.
- Maintain HR compliance records, logs, organizational charts, employee directories, and other department resources.
- Respond to routine employee inquiries and provide timely, customer-focused support while maintaining confidentiality and professionalism.

- Assist with the coordination of trainings, wellness programs, employee events, and other HR initiatives.
- Generate reports, track data, and provide administrative support for HR projects and operational needs.
- Perform other duties as assigned.

Qualifications:

- High school diploma or equivalent required.
- Strong organizational skills and attention to detail, with the ability to manage multiple priorities and meet deadlines.
- Excellent oral and written communication skills.
- Strong interpersonal and customer service skills, with the ability to interact professionally and effectively with employees, applicants, vendors, and management.
- The ability to maintain confidentiality and exercise sound judgment when handling sensitive information.
- Strong analytical, problem-solving, and critical-thinking skills.
- The ability to work independently, take initiative, and collaborate effectively with others.
- Proficiency in Microsoft Office Suite and other business software applications.
- Flexibility to adjust work hours periodically based on operational needs.

Preferred Qualifications:

- A bachelor's degree from an accredited college or university, preferably in Human Resources, Business Administration, Public Administration, Communications, or a related field.
- Previous experience in human resources, recruiting, benefits administration, employee services, office administration, or customer service.
- Experience managing calendars, scheduling interviews, and coordinating meetings or events.
- Experience working with HRIS, applicant tracking systems, or benefits administration platforms.
- Experience maintaining confidential records and handling sensitive information.
- Familiarity with personnel records management, onboarding processes, benefits administration, or employment-related documentation.
- Experience supporting multiple projects or stakeholders in a fast-paced environment.
- Demonstrated commitment to providing responsive, employee-centered service and building positive working relationships.

Salary and Benefits:

Salary will be commensurate with experience. The starting salary range is: JSP 5/1 (\$46,533) to JSP 12/10 (\$132,923). The position does include employee benefits including health and life insurance as well as a 401k plan. Salary is payable only by Electronic Funds Transfer (direct deposit). This position is at will and is subject to the availability of funds. Employment is subject to a satisfactory background investigation. This position offers one day of telework per month. Full-time telework is not available.

Accessibility:

We are committed to an inclusive and accessible application process. If you need an accommodation due to a disability during any stage of the application or interview process, please contact the Director of Human Resources at Kym_Bryant@fd.org. If hired, we are dedicated to providing reasonable accommodations to support your success and ensure equal access to opportunities in the workplace.

Commitment to Diversity, Equity, & Inclusion:

Our office values diversity, is committed to equity and inclusion, and aspires to create a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We believe representation is better when members of the defense team have diverse backgrounds and experiences. In our hiring, we seek individuals who share this belief and commitment. We embrace the unique contributions our employees can bring to the office because of their backgrounds, social identities, and lived experiences.

How to Apply:

Interested applicants are invited to apply by submitting a single pdf document that includes a cover letter, resume, and three references via email to the attention of:

Kymberly Bryant, Director of Human Resources
hiring@fdsdi.com
Subject: Personnel Administrator Position – San Diego

Hiring Timeline:

We value transparency in our hiring process and want applicants to know what to expect. Below are the key dates:

- **Application Deadline:** August 14, 2026 (priority consideration given to applications received by this date; applications will remain open until filled)
- **Interviews:** Conducted on a rolling basis
- **Anticipated Start Date:** On or around September 16, 2026 (tentative)