

KILROY REALTY, L.P.

12200 West Olympic Blvd.,
Suite 200
Los Angeles, CA 90064

Opportunity Description: Specialist, People Operations
Location: Los Angeles, CA

About Kilroy Realty, L.P.

- Kilroy (NYSE: KRC) is a leading U.S. landlord and developer with over 17 million square feet of primarily office and life science space with operations in San Diego, Greater Los Angeles, the San Francisco Bay Area, Greater Seattle, and Austin, Texas.
- Kilroy's Vision is to be a premier and sustainable commercial real estate operator and developer, sought after by tenants, preferred by investors, and respected by competitors.
- Kilroy's Mission is to create and operate exceptional real estate assets where people live, work, and engage with their communities.
- At Kilroy, our people are our greatest resource. We strive to maintain a culture of continuous growth, recognizing and rewarding performance in all facets of the company. Integrity matters, which means how we operate is just as important as what we deliver. We aim to operate as a cohesive team and believe that diversity of thought and perspective results in better outcomes.

About the Opportunity

This position is responsible for performing a variety of Human Resources (HR) functions to support daily operations. The ideal candidate will have experience across key HR areas, including leave of absence management, workers' compensation, compliance reporting, and employee offboarding. Strong communication skills—both written and interpersonal—are essential, along with the ability to problem-solve, think situationally, work independently, and manage tasks effectively in a fast-paced, time-sensitive environment. Maintaining a high level of confidentiality is a critical requirement for this role.

This position reports to the Senior Vice President of People

Opportunity Requirements

- Bachelor's degree in Human Resources, Business Administration, or related field preferred
- 3+ years of Human Resources Generalist experience with strong capabilities and experience including employee relations and advanced understanding of PDL/FMLA/CFRA leave management
- Strong knowledge of CA employment laws, and HR principles, practices, and legal requirements.
- Proficiency in MS Office and HRIS system (UKG preferred).
- Detail-oriented with strong organizational and multitasking abilities
- Excellent analytical and problem-solving skills and the proven ability to think situationally
- High attention to detail and accuracy
- Excellent interpersonal and communication skills, with the ability to interact effectively with employees at all levels of the organization
- Proactive problem-solver with a customer service mindset
- Ability to work independently with minimal supervision
- Ability to maintain confidentiality and handle sensitive information with discretion
- Willingness to travel occasionally to different locations within the region(s) in which we operate.
- SHRM-CP or PHR certification is a plus.

Summary of Responsibilities

The core responsibilities of this position include, but are not limited to the following:

- Act as a resource and provide guidance to employees regarding HR related day-to-day inquiries, policies, and/or procedures, ensuring timely and accurate responses
- Support internal and external inquiries and requests related to the HR department and escalate to appropriate team members as needed
- Maintain up-to-date knowledge of federal and state employment law and compliance requirements.
- Prepare and submit required compliance reports in a timely manner, including but not limited to OSAH (300A), SFEH Pay Data, HCSO, San Francisco Commuter Benefits, VETS, EEO-1
- Prepare employee offboarding and related documentation, and conducts exit interviews to determine Maintaining relationships with all employees on leave of absence and handling accommodation process with the goal of ensuring that when employees are able to return, they easily reintegrate into the company
- Maintain accurate and up-to-date employee records and HR databases, ensuring compliance with data privacy regulations, document retention and confidentiality standards
- Contribute to HR projects and initiatives aimed at enhancing employee engagement, retention, and organizational effectiveness reasons behind separations
- Administer leave of absences including, short-term disability, long-term disability, and PDL/FMLA/CFRA
- Collaborate with cross-functional teams to generate insights and recommendations from HR data.
- Perform other duties and responsibilities as business needs require

What we offer

At Kilroy, base pay is one part of our total compensation package and is determined within a range. This provides the opportunity to progress as you grow and develop within the role. The base pay range for this role is between \$95,000 and \$100,000, and your base pay will depend on your skills, experience and training, knowledge, licensure and certifications, and other business and organizational needs. It is

not typical for an individual to be hired at or near the top of the range for their role and compensation decisions are dependent on the facts and circumstances of each case. This role is eligible for an annual discretionary bonus as well.

Our comprehensive group health benefits program is built around your total health and provides employees and their families with care and coverage designed to help you thrive. Our health and wellness program offerings include medical, dental, vision, with FSA, HSA options, Group Life & Disability, LTD coverage and much more. Ancillary programs include a retirement savings plan with a competitive employer match, employee support programs like our parental leave coaching program, wellness, and commuter benefits, just to name a few. We invite you to visit our website at www.kilroyrealty.com to learn more.

How To Apply

Please submit resumes to ddjukelic@kilroyrealty.com. Please include the position title in the subject line. No phone calls, please. EEO/AA/M/F/Vet/Disability Employer.