



**SEGUE
SOLUTIONS**

My Career Strategy January 2013 Opportunities

My Career Strategy Meeting Information

<http://tinyurl.com/bxovgyx>

PIHRA Career Center

<http://tinyurl.com/75dg9jn>

PIHRA District 6

<http://tinyurl.com/7ddap7y>

My Career Strategy Email

Propsters@gmail.com

13 new human resource jobs

Human Resources Manager

LD Products - Long Beach, CA

LD Products in Long Beach is looking for a Human Resources Manager who will be our go-to for all HR functions. We are growing strong and the sky is the limit! You will be leading all human resource functions and processes across the enterprise; based in our corporate headquarters in Long Beach. As a key member of the management team, you will advise all functional department managers and promote sound employee relations practices.

Human Resources Generalist

RAND Corporation - Santa Monica, CA

The RAND Corporation is a nonprofit institution that helps improve policy and decision-making through research and analysis. For over 60 years, decision makers in the public and private sectors have turned to RAND for objective analysis and effective solutions. The HR generalist will provide a broad range of recruiting and HR generalist support to approximately 330 research employees in RAND's Santa Monica office.

Senior HRIS Analyst

CIRCOR International - Corona, CA

The Sr. HRIS Analyst role is a key strategic position. It will give you the opportunity to build and deliver solutions from beginning to end, helping with design and configuration then seeing them through to implementation, and a constant flux of projects that will provide you with unique challenges. CIRCOR International is an \$800M global company with a target of doubling in size by 2015. Please visit our website, www.circor.com, to learn more about us.

Director, HR Operations

Internet Brands, Inc. - Los Angeles, CA

Los Angeles-based, Internet Brands is currently seeking an agile Director of HR Operations who is passionate about scaling the HR function within a fast-paced, growing internet media company.

Bilingual Human Resources Specialist

ValleyCrest Companies - Calabasas, CA

Put your talent to work at the nation's leading landscape architecture, installation and maintenance company. At ValleyCrest, we're dedicated to helping you find the right career path for your future

Senior Human Capital Consultant

TriNet Corp. - Irvine, CA

Join an organization and an office on the move. TriNet is a growing organization that provides payroll, benefits and HR consulting to 173,000 employees nation-wide. Our goal for this role is for you to become a trusted business partner for our customers. This is not a sales job. You will advise a variety of customers in a variety of industries in all things HR related. We believe that HR done well provides a competitive advantage to our customers. Be part of this great story!

VP of Talent Acquisition

Advantage Sales and Marketing - Orange County, CA

NOW HIRING! VP of Talent Acquisition - ASM MUST have 15 years of full life-cycle Talent Acquisition background where the focus has been on providing talent in a high volume, retail setting. 2-3 years operating at an executive level, with proven skills where you are driving Talent Acquisition strategy and managing a large team of recruiting personnel providing high-volume recruiting services. 1-2 years in Consumer Packaged Goods industry is highly desirable. Email: Laurie.Henderson@asmnet.com

Human Resources Business Partner

Arete Associates - Northridge, CA

Our Northridge, CA office has an exciting opportunity for a true human resources generalist, a Staff Human Resources Business Partner. This matrixed position is responsible for compensation and benefits administration, performance management, organizational development and training, HRIS, compliance, reporting & recordkeeping and talent acquisition. Will work closely with the Manager of Corporate HR to design and implement corporate HR initiatives.

Employee Relations Manager

Pacific Clinics - Arcadia, CA

Pacific Clinics in Arcadia, California has an immediate opening for an Employee Relations Manager to coordinate and manage the Clinics employee relations activities according to established guidelines and pursuant to the directives of the Vice President of Human Resources.

Human Resources Manager - Seattle, Wa (Northgate)

Comcast - Seattle, WA

Responsible for partnering with assigned client organizations and Human Resources team(s) to ensure strategies and initiatives are met. Coordinates recruitment, compliance, benefits, compensation, and employee relations activities to maximize employee resources. Serves as subject matter expert and provides guidance to employees as required. Develops processes and procedures to drive department efficiencies. Assists in the development and meeting of departmental budget.

Talent Acquisition & Development Manager

BakeMark USA LLC - Pico Rivera, CA

Talent Acquisition & Development Manager.

Human Resource Assistant

Keolis Transit - Los Angeles, CA

Under general supervision, using initiative and independent judgment within established guidelines, provides varied, responsible, complex and confidential administrative assistance to Human Resources Department and will perform related duties as assigned.

CKE Human Resources Manager

CKE Restaurants, Inc. - Anaheim, CA

We are looking for an HR Professional to support a dynamic Director of Corporate Human Resources. Our preferred candidate will have the ability to assume responsibility for a range of current projects, work independently, and maintain strong lines of communication with the Director and other members of the senior management team.

[8 new human resource jobs](#)

Human Resources Manager

LD Products - Long Beach, CA

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key member of the management team, you will advise all functional department managers and promote sound employee relations practices.

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Leave of Absence Coordinator

Public Health Foundation Enterprises - City of Industry, CA

Public Health Foundation Enterprises, Inc. (PHFE), is one of the nation's leading 501(c)3 nonprofit fiscal sponsors. Since 1968, PHFE has served the non-profit, government and for-profit communities as an infrastructure management support organization. We are searching for a LOA Coordinator to manage the administration of all Leaves of Absence. This position also responds to unemployment claims, handles interactive processes, and employee relations issues.

Benefits Specialist Santa Maria District

Reiter Affiliated Companies - Santa Maria, CA

Reid is eligible for our comprehensive benefits package. The position will be based out of Santa Maria, CA. For a complete job description, please visit our website: www.berry.net. Please submit cover letter and resume to: racjobs@berry.net Affiliated Companies, an International Berry Company based in Santa Maria, CA, is seeking a dynamic individual to join our team as a Benefits Specialist. This position includes a competitive salary and incentive bonus.

Human Resources Manager

Comcast - Seattle, WA

Responsible for partnering with assigned client organizations and Human Resources team(s) to ensure strategies and initiatives are met. Coordinates recruitment, compliance, benefits, compensation, and employee relations activities to maximize employee resources. Serves as subject matter expert and provides guidance to employees as required. Develops processes and procedures to drive department efficiencies. Assists in the development and meeting of departmental budget.

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Vice President, Human Resources

The Travel Corporation USA - Anaheim, CA

The Travel Corporation USA is seeking a Vice President of Human Resources to provide leadership and coordination of Human Resource functions throughout the TravCorp group of companies in the USA. Develop and implement corporate HR strategy and programs.

Manager of Employee Enrichment and Support Services

California State University Northridge - Northridge, CA

Under general supervision of the Associate Director of Employee Relations, the incumbent is responsible for developing, organizing, executing, and managing support mechanisms, programming, services and initiatives of Employee Enrichment and Support Services, including clinical, educational, and administrative aspects. Initial review begins January 21, 2013. For more detailed information please view the link below: <http://www-admn.csun.edu/ohrs/employment/>



The SHRM Job Board also has local opportunities at http://jobs.shrm.org/home/index.cfm?site_id=1612



The LACABA Job Board has compensation opportunities:
<http://www.lacaba.org/job-listing.htm>

CB and Associates frequently has local opportunities:
www.cbrecruiters.com

This stable financial institution is looking for a contract HR Generalist/Recruiter to cover a maternity leave. The position will run January? June 2013 and we need someone that can commit to the entire assignment. This position is paying \$18 hr. and you get to work with an awesome group of people. I have placed over 10 people here and everyone loves it.

Ideal candidate will have 4-5 yrs. in HR and 1-2 yrs. experience recruiting. Most importantly, we need exceptional communication skills as you'll be speaking with candidates as well as working with high-level managers.

<http://www.newjobsboard.info/apply-now-human-resourcesrecruiter-needed-in-hawthorne/>

Entry level HR Coordinator In the **Culver City area**, very near the Fox Hills Mall

- Full time, 8 to 5 M-F
- Strong computer skills
- Excellent communication skill in person, on the phone and written
- Entry level and non-profit = not a lot of money

Please send your resume to me at Michele.oviedo@gmail.com

The **City of Pomona** is looking to fill one (1) at-will, hourly/**part-time Office Assistant** I position in Human Resources as soon as possible. If you know anyone that meets the requirements listed below, please share this information with them.

Salary: \$15.00 per hour.

Hours per week: 20 hours per week, not to exceed 1,000 hours per fiscal year. Must be available to work Monday thru Thursday between 8 am and 6 pm.

Description: This position performs a wide variety of general clerical work on a part-time basis.

Requirements: High school graduate or GED equivalency, plus one (1) year of clerical experience.

Process: Submit an application immediately to HR either via email or walk-in. Applications can be obtained in the Human Resources Department or by clicking on the following link: <http://www.ci.pomona.ca.us/index.php/human-resources-home/volunteer-information>. (This is the same application used for the City's volunteer program).

If you have any questions, please contact Susan Dippolito in Human Resources at (909) 620-2296.

The Whole Child is seeking a **Human Resources Director** who is a business partner to the CEO and her senior management team who can, amongst other key initiatives, review and upgrade existing human resources policies and practices, introduce new initiatives such as organizational development and talent management, as well as

create a robust infrastructure to support staff in two new locations.

“Our mission is to give children of all ages the skills and support they need to build emotionally healthy lives and become caring, responsible adults.”

“Our commitment to children includes their parents, whom we empower to create nurturing families. Together, we enrich our community and our world.”

Unlike many nonprofits today, The Whole Child continues to grow its revenue and the scope of its programs. The Whole Child is a \$7 million nonprofit agency with a staff of 85, a strong balance sheet, and assets that outweigh liabilities.

For more information about The Whole Child, please visit www.intercommunity.org.

HR Assistant: Full-time position available in **Culver City**. Perform a variety of skilled administrative and clerical duties directly related to human resources activities; support the department in fostering positive employee relations. Maintain data bases and files: input data for a variety of reports (EEOC, Affirmative Action, Vets 100 etc.); maintain credential/education database; monitor and maintain excel list of required trainings, certification renewals, evaluations, etc. Monitor and track sign-on incentive bonuses, retention bonuses, and tuition reimbursements. Complete personnel action forms (PAF's) for employee transfers, changes, and terminations. Assist with the on-boarding process: verify past employment; prepare orientation packets; conduct orientation; and create ID badges. Requirements: Education: High school diploma from an accredited school; two years clerical experience working in a human resources office; or one year experience as a Human Resources Assistant; or SHRM/PIHRA certification and one year clerical experience. Keyboard speed of 50 wpm. Working knowledge of human resources principals, practices, and procedures. Must exhibit initiative with the ability to work independently, organize work, and follow through in a timely manner in order to meet deadlines. Proficiency in MS Word, Excel, ADP, ReportSmith, and Power Point. Excellent communication skills, including grammar and spelling. Ability to maintain confidentiality and handle sensitive matters and interactions with others in a positive, professional manner using tact, diplomacy and discretion. Good math aptitude, analytical and problem solving skills. Bilingual/English-Spanish helpful.
Salary: \$15.00 - \$20.25 per hour

Exceptional Children's Foundation
5350 Machado Road, Culver City, CA 90230
Fax (310) 391-1059 website: www.ecf.net
Apply on-line at hr@kayneeras.org

Searching for a **Human Resources Manager** in **Irvine**, \$75-85,000/year, 4 yrs exp with Masters, 5 years exp with Bachelors or 9 years exp w/out degree and SPHR highly preferred. Don't delay! Call today! 310-798-6979 310-798-6979 x237 or send your resume to amy@weemployyou.net

Amy Zimmerman, CAC, CPC, President
Amy Zimmerman & Associates, Inc.
310-798-6979 x237 L.A. county or 310-798-0019 fax or 310-729-5958 cell or 949-253-5719 Orange County
www.weemployyou.net

We are looking for an **HR Generalist** for a great entertainment organization in **Burbank**. This role will start on contract with the possibility of going FT. The role will focus on employee relations with generalist responsibilities and will pay 30-35/hr.

If you know someone who may be interested please have them contact Robin Levitt at 818-528-6762

HR generalist to provide support in two areas of HR: Equity & Diversity and Workforce Planning.

Qualified applicants can use the link below to apply: Lisa M. Sanchez, SPHR, AVP, Human Resources, Cal State LA
<http://www.calstatela.edu/univ/hrm/openings.php>

HR Generalist/Safety Coordinator: Exhibiting a high degree of confidentiality and using tact and good judgment coordinate and perform a variety of duties that support the Human Resources function, with a focus on safety and worker's compensation. Assist the Vice President of Administrative Operations with the implementation and maintenance of the Risk Management program, Injury and Illness Prevention Program, and Disaster Plan. Monitor safety compliance for each program; conduct site inspections, develop and update annual safety training plan, and provide safety training as needed. Ensure timely reporting, processing and follow up on workers' compensation claims; develop and maintain a system to track employees who are on a leave due to work related reasons. Maintain OSHA logs for all sites; maintain data throughout the year in preparation for completion of CAL/OSHA form 300A. Keep abreast of changes/requirements in Labor Law, including leaves, ADA, OSHA, workers' compensation and other Human Resources related topics. Coordinate and conduct new employee orientation; prepare orientation packets, review policies and procedures, and ensure letters and other documents are signed and dated by the new employee. Ensure all documents distributed by HR Department are accurate and current. Visit/research industrial clinics used by ECF to ensure employees are receiving the best care available; ensure clinics are part of the MPN network. Provide support to HR Assistant and Recruiter. Requirements: Bachelor's degree in business administration, occupational safety and health or related field. Three years' experience in a similar position with responsibility for training, employee safety, workers' compensation, and monitoring OSHA requirements and one year working in an HR department for a similar sized organization.
Salary: Commensurate with education and experience

Exceptional Children's Foundation
5350 Machado Road, Culver City, CA 90230
Fax (310) 391-1059 website: www.ecf.net
Apply on-line at hr@kayneeras.org

Senior level HR opportunity available here in **Westlake Village**. I've attached the current job description and would appreciate any referrals. We have our Benefits Analyst and our HRIS Analyst that report into this position. The salary range is \$120 k to \$140 depending on the experience and background of the candidate selected.

Job Summary:

This position is responsible for overseeing our HR compliance activities, employee communications, benefits and compensation. This position is also responsible for HR systems and reporting as well as the interface with Payroll. Demonstrated expertise in a variety of HR related concepts, practices, and procedures. Also stays current on all legislative and court cases impacting the HR function. Ensures understanding, execution and coordination of internal control narratives processes and procedures and coordinates with both internal control and external auditors as needed. Also handles ergonomic and L of A coaching with the HR Business Partners.

Ken Bauer, Vice President Human Resources, 818.575.4542
30699 Russell Ranch Road Suite 250, Westlake Village, CA 91362

Customer Service Rep. (probably in Orange County), \$15.00.

Contact Mecca Benitez at RemX 949-851-6000

Corporate Vice President, Human Resources located in **San Fernando, CA.**

Corporate Vice President, Human Resources
Privately held organization 700+ EE
Salary + bonus

Some must haves:

- Must have held an HR leadership role for over 7+ years
- Experience working with 500+ employees
- Strategic, Analytical, and a Logical thinker
- Self-managed business partner
- Very results driven
- High level of integrity
- Great communication skills
- Ability to build trust & credibility among all levels of staff
- Experience with mergers/acquisitions

**Carly Perez | Business Solutions Manager
Ultimate Staffing Services**

A division of Roth Staffing Companies, L.P.
21650 Oxnard St. Suite 150, Woodland Hills, CA 91367
(T) 818.347.3355 (F) 818.347.4445
cbperez@ultimatestaffing.com | www.ultimatestaffing.com

DOLE Food Company: **Compensation & HR Manager**

DEPARTMENT: Human Resources

LOCATION: **Westlake Village, CA**

PRIMARY PURPOSE OF POSITION: Position is heavily focused on executive compensation and equity administration activities, including analysis and reporting for board, shareholders, and management. Compliance reporting and analysis are included as key aspects of the role. Position will also oversee routine HR functions of staffing, development, and employee relations.

MAJOR DUTIES AND RESPONSIBILITIES OF POSITION:

- Designs, implements, and administers strategically-focused executive compensation programs for officer and key executives. Programs may include base pay evaluation, short- and long-term incentive plans, stock option plans, and special benefit programs for executives.
- Prepares employee communications and Compensation & Benefit Committee materials, cost and payout estimates, coordinates annual recommendations and summarizes for approval. Utilizes external executive compensation consultant in plan design and preparation of Committee agendas.
- Serve as subject matter expert for equity administration. Manage vendor relationship, maintain employee records, coordinate activities between payroll, HRIS, accounting, treasury, legal, transfer agent and equity vendor for grants and vestings. Maintain list of restricted employees.
- Designs, implements, and administers staff and sales incentive plans. Communicates plan design and coordinates with finance team on accruals and payouts.
- Performs routine benchmarking and oversees merit increase cycles. Recommends merit increase budgets and other compensation design elements to management. Oversees participation in compensation surveys.
- Prepares minutes at C&B Committee meetings. Works with Legal counsel and external compensation consultant in preparation of annual CD&A discussion in company proxy.
- Gather and report global headcount metrics for 10-K and other public filing purposes. Perform workforce analysis as requested by management.
- Manages the group's employee relations programs, including research and implementation of policies and practices, coaching of team members and management, leading investigations, and actively contributing to a positive cultural tone of respect.
- Oversee recruiting for certain staff and management positions. Develop job descriptions, establish staffing plan, execute against effective sourcing and evaluation techniques for selection. Assist in succession planning, performance management and skill development initiatives.
- Work with generalist to develop and executive against annual AAP; prepare consolidated EEO-1 and Vets-100 reports. Serve as audit focal point.
- Assess and coordinate training needs, deliver directly where competent and source other internal/external resources as needed.
- Other analysis and projects as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS: Executive compensation design, analysis and administration, both cash & equity. Working knowledge of corporate compliance requirements. Strong knowledge of labor law, most specifically

in California. Experience creating and reporting against AAP's. Audit experience valuable. Deep analytical skills set with strong understanding of financial concepts. Intermediate/advanced Excel.

KEY COMPETENCIES REQUIRED: Professional with the ability to work with all levels of management in a lean corporate headquarters environment Adaptable and anticipates and understands the drivers of change. Responds effectively to changing constraints. Calm, level communication style with the ability to influence effectively. Self-starter with the ability to work with minimal supervision. Strong competency in the areas of creativity, organization, analysis, critical thinking, optimism, emotional intelligence and motivation.

EDUCATIONAL REQUIREMENTS: Bachelor's degree or equivalent required, MBA preferred.
8+ years of experience in most/all of the key areas described above.

EMPLOYEES SUPERVISED: HR Generalist

PHYSICAL REQUIREMENTS: Moderate levels of sitting, standing, typing and filing. Ability to lift minimum 15 lbs. and reach overhead.

TRAVEL REQUIREMENTS: Minimal

To apply, see the www.dole.com

Human Resources Manager in **Los Angeles, CA**

Responsibilities:

We are seeking a dynamic HR Manager for our client in the entertainment industry. The HR Manager will be responsible for high volume recruitment and staffing of customer service professionals for the next few months with support to over 400 employees. Strategic and tactical HR support along with generalist HR support to include the following:

- Performs all recruitment including interviewing and selecting applicants.
- Conducts New Employee Orientation to foster positive attitude toward organizational objectives.
- Serve as a link between management and employees by handling questions, and helping resolve work-related problems.
- Explaining and interpreting HR policies and procedures.
- Responding to employees' questions, problems and concerns and solving these issues and conducts exit interviews to determine reasons behind separations.
- Analyzes wage and salary reports and data to determine competitive compensation plan.
- Oversees payroll and benefit administration including Health, Workers Compensation, OSHA logs, 401k, Disability, and all related Employee Insurance.
- Consults with legal counsel to ensure that policies comply with federal and state law.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
- Manages Performance consulting and Performance reviews.
- Training and development.
- Supervisory responsibilities over 3-4 direct reports including interviewing, training, planning, assigning, and directing work as well as performance appraisals, rewarding, discipline, and addressing and resolution of complaints.
- Perform all other functions requested that are within the scope of this job as deemed necessary or appropriate by higher management.

Requirements:

- Bachelor's degree in Human Resources or Business
-

- At least 7 plus years of Human Resource experience with at least three years at management level.
- Knowledge of California and Federal Employment Laws.
- Excellent communication skills, organization, and facilitation and creative problem solving skills.
- Demonstrates ability to interact effectively with all levels of an organization.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well and is results oriented.
- Managing People - Takes responsibility for subordinates' activities; Makes self available to staff.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.

Compensation:

\$60k to \$70k Annually plus Benefits.

Application Process:

We are looking for people who can interview Thursday and start as early as next Monday.

Candidates should send resume with interest directly to:

Juelyie Lee, Sr. National Staffing Manager, HR Personnel Services

juelyie@hrpersonnelservices.com or (p) 800.476.1663 or (f) 952.927.4313

www.hrpersonnelservices.com

HR Business Partner

Fox Rent A Car, is a discount car rental company, provides excellent customer service along with low rates since its founding in 1989. Today, our success in these areas has enabled us to develop into the largest independent car rental company headquartered in California. You will find Fox Rental Car offices conveniently located at major airports throughout the world. Fox has negotiated discounted rental rates with many quality independent car rental companies in the United States, Canada and around the world. We are continually adding new cities. We are growing organization with 17 locations and approximately 1000 employees.

POSITION OVERVIEW:

The Human Resources Business Partner provides manager level support in the areas of employee relations, recruiting, talent management, worker's compensation, LOA's, benefits and management coaching. This role serves as a business partner and advisor to the various car rental locations' team members at all levels within this region.

Principal Duties and Responsibilities:

- Support location management in resolving employee relations issues
- Ensures locations are in compliance with Federal, state, and local laws as well Corporate policies and procedures
- Provides interpretation of HR policies, practices and procedures to location employees and managers
- Benefits Administration: new hire enrollment, questions and leads open enrollment meetings
- Leads the talent acquisition process to include: posting jobs, screening candidates, utilizing assessment tools, reference checking, background checks, and preparing offer letters
- Implements and leads Corporate HR initiatives, policy and procedural changes
- Works with location management teams to create positive work environments
- Provides guidance regarding administration and management of worker's compensation claims
- Participates with location management teams to implement or correct required safety practices
- Coordinates safety related activities and compliance including OSHA 300 posting
- Administers leaves of absence
- Establish strong communication with Corporate Human Resources on all HR issues pertaining to the region
- Assist with other tasks as assigned

Education:

- Bachelor's degree in Business, Human Resources, or a related field or equivalent work experience; preference for a Master's degree in a related field.
- HR certification is required.

Experience:

- 10+ years of progressive HR Manager/Generalist experience

Knowledge/Skills/Activities:

- Strong knowledge of employee relations practices, law and regulations
- Proven experience in conflict resolution and problem solving
- Track record on establishing alliances with all levels of management while able to establish credibility and retain independence of thought
- Must be effective in working autonomously while ensuring HR colleagues are looped in or consulted as necessary
- Demonstrated ability to think strategically and creatively as well as adapt quickly in an evolving environment
- Excellent interpersonal and communication skills
- Ability to speak, read and write English well
- Ability to multi-task and balance numerous priorities in a deadline-oriented environment
- Ability to handle sensitive situations effectively
- Computer proficiency with Microsoft Office
- Must have legal right to work in the United States

Send resume to DLane@foxrentacar.com

My colleague Bill Brewer and I have been retained to fill a **Talent Acquisition Leader** role for Leading Edge Aviation. Leading Edge, which is the country's largest commercial aircraft painter, recently partnered with private equity investor Vance Street Capital and is perched for success.

The position is unique as it is currently an individual contributor role (there is not a team of recruiters reporting to this position). This position will be responsible for recruiting for all "desk" positions as well as leading recruiting best practices for site management in their effort to fully staff their seasonal hourly workforce. The position will be based in **Costa Mesa, CA** but will require the finalist to travel up to approximately 50% of the time to each of the company's nine painting facilities. Each primary site has 150-200 employees.

The company is looking for a person who can hit the ground running and is looking to be heavily involved with hands on recruiting. They will also need to have the ability to establish a recruiting strategy for the company. The right candidate is likely a senior manager who is looking to take the next step in their career.

Brandon Biegenzahn, Principal Consultant
McDermott & Bull an Executive Search Firm
2 Venture, Suite 100, Irvine, California 92618
Phone: (949) 529-2685 or Fax: (949) 753-7438 or Mobile: (310) 966-0279
biegenzahn@mbsearch.net www.mbsearch.net

Regional Vice President, Human Resources

Our client is a global leader - a well-known, premium brand with revenues in the Billions.
The role reports to the SVP - HR and has four direct reports, who in turn lead small territory HR teams.
Location: **Las Vegas, NV**. Full corporate relocation, of course.
Travel: 60%, throughout the western US.

Compensation: targeting ~125-130K + 25% bonus + equity plan

Requirements:

- Bachelor's degree in Business or related discipline
- 10+ years experience in Human Resources
- 5+ years in an HR leadership position
- 2+ years recent experience with Sales as an internal client
- 4+ years recent experience in a service industry.
- Willing to relocate to Las Vegas (or already live there)
- Willing to travel as necessary - estimated at 60% overnight travel.

Joe Filimon, Principal
Navigator Search Advisors LLC
(407) 909-8834 (office)
joe.filimon@navsearchadvisors.com
www.navexec.com/searchadvisors

Johnson & Johnson Global Surgery Group in California - Manager, HR Operations & Administration. This is a critical West Coast role that will play across all Global Surgery Group companies and can be based in any one of the major locations -Santa Barbara, Diamond Bar or Menlo Park.

The role description can be accessed by the link:

<http://jobs.jnj.com/job/Santa-Barbara-Manager-Human-Resources-Operations-and-Administration-Job-CA-93101/2338771/>

I am looking to hire an **HR Director** for Lotus Communications Corp., located in Los Angeles near Universal Studios. Lotus is a family-owned radio broadcasting organization with close to 30 radio station in CA, NV and AZ, plus 3 low powered TV stations in AZ, TX and FL and several internet consumer products ventures. The company just celebrated its 50 year anniversary, and is a stable, profitable organization.

The position of the HR Director would be a sole HR practitioner for close to 400 employees in CA, NV and AZ. The position is based out of **Los Angeles**, and requires visits to various markets including Bakersfield, Fresno, Las Vegas, Reno, Tucson and Phoenix. Travel is estimated to be 20% of the job.

The HR Director will play an advisory/consultative role to the markets, and essentially be an HR business partner for all market managers and corporate. Lotus just recently decided to fill this role, so much needs to be done to get the organization where it needs to be in all areas of HR. Market Business Managers handle most of the day-to-day HR operations, and the HR Director will be contacted to advise and counsel regarding employee relations issues.

The ideal candidates should have the following:

- 10+ years' experience in a senior HR role working with executive-level management
- Bachelor's degree is required, SPHR preferred
- Extensive knowledge and experience in all areas of HR, specifically in employee relations, compliance, benefits, talent acquisition and organizational development.
- Conflict resolution skills are a must
- Solid relationship-building skills, strong communication skills are required. Bi-lingual spanish a plus.
- Strong MS Office skills, MS Visio a plus
- Exceptional influencing skills, with an understanding of the role HR plays within an organization.
- Strong project management, policy development and implementations skills and experience are required
- Ability to build relationships with all levels of employees.

Interested candidates should send resume, cover letter and salary history/expectations to jobs@lotuscorp.com.

Manager of Benefits and Executive Compensation

A client of ours, a public company, is looking for a manager of benefits and executive compensation. They are looking for someone to oversee the benefits and compensation program as well as partner with the SVP to implement a strategic direction for these programs.

The responsibilities for this position include strategy, program management and leadership.

Strategy

- Ensures compliance with all federal, state and local compensation and benefit laws and regulations. Keeps informed of new developments and disseminates the information as necessary.
- Establishes, develops, processes, and practices to enact the company's compensation and benefit philosophies.
- Analyzes compensation and benefits programs to evaluate internal equity, external competitiveness, and legal compliance.
- Researches and assesses vendor partners.

Program Management

- Partners with the SVP HR in the development, preparation and analysis of materials for the Compensation Committee of the Board of Directors.
- Identifies opportunities and solutions to improve compensation processes.
- Oversees all aspects of payroll administration.
- Plans and directs the implementation and administration of employee benefit programs such as health insurance, disability insurance, life insurance, employee assistance, retirement, and other plans.
- Develops and directs an efficient process for benefits enrollment changes.
- Manages administration and record-keeping of health and welfare plans, 401(k) plan, leave policies, and SOX regulations.

Leadership

- Communicates compensation and benefit policies, practices and guidelines to employees and managers.
- Works closely and continuously with senior management business partners.
- Stays abreast of technological and business developments to insure that the most productive, efficient, appropriate and cost-effective methods are being utilized.
- Coordinates compensation and benefits activities with other departments, including tax, finance, investor relations, and legal. Ensures that programs are consistently administered in compliance with company policies and government regulations.
- Provides leadership in driving functional excellence, service delivery, people development and employee engagement. Manage and develop compensation, benefits and payroll staff.

Requirements:

- 4 year degree
- 10+ years of compensation and benefits experience, with at least 2 years' experience in Executive Compensation programs, in a publically traded company
- Experience leading a team

Please send resume to Myrna Nejat, Sr. Associate at Myrna.Nejat@DirectHireAssociates.com or call 818.817.7717. We will respond to you in a timely manner and we promise to give your job search the respect you deserve.

HR Manager with payroll experience - preferably with ADP. Great people skills and prepared to get into organizational management. Should be able to resolve conflicts.

Company has very little turnover, great benefits, and lots of people with longevity. Preference for someone out of a small to medium size company. There will be no one to supervise and the position reports to the owners.

Supports operating units by implementing human resources programs; solving performance problems.

Duties:

- Implements human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations; completing personnel transactions.
- Develops human resources solutions by collecting and analyzing information; recommending courses of action.
- Improves manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees.
- Completes special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions.
- Manages client expectations by communicating project status and issues; resolving concerns; analyzing time and cost issues; preparing reports.
- Prepares reports by collecting, analyzing, and summarizing data and trends.
- Protects organization's value by keeping information confidential.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Skills/Qualifications:

Performance Management, Training Management, Maintaining Employee Files, People Skills, Resolving Conflict, Employment Law, Project Management, Office Experience - General, Reporting

Send resume to Rochelle Diskin <mailto:rdiskin@earthlink.net>

We are currently looking for a **Sr. HR Representative** who will be the primary HR Business Partner/Generalist for our Manufacturing Organizations here at our LA Plant facility located at 4501 Colorado Blvd Los Angeles, CA 90039 (near **Glendale**, CA).

All qualified and interested candidates, please send your resume along with your required salary expectations to me for immediate consideration. If there is a match, you will be contacted further.

Liz Schulz Director, Human Resources Baxter Bioscience Los Angeles and Van Nuys
Baxter Healthcare Corporation
4501 Colorado Blvd Los Angeles, CA 90039 Office: (818) 265-6820 Fax: (818)265-6970
elizabeth_schulz@baxter.com

Very well-known organization in West L.A. is in need of a HR Cosultant/Trainer to provide a half-day Basic Management Skills Training workshop for five managers. Ideal topics would include: Basic Supervisory Skills, Conflict Management, Performance Management, and Effective Communication.

Please email your interest to: solorecruit@gmail.com.
Please include a Bio, Sample Matriculation and proposal.

HR/Recruitment Manager

SUMMARY:

Strategic and tactical responsibilities for the development, implementation, and administration of human resource functions including employment, employee relations, equal employment opportunity, organizational development, affirmative action, and services programs.

Acts as a business partner to the management team who generates pro-active strategies and creative solutions.

Directs an HR administrator, coordinator and reception.

ESSENTIAL DUTIES:

- Manage ever changing priorities amongst all the HR functional areas and objectively coaches and manages complex issues.
- Performs staffing activities including the recruitment, interview, selection, orientation, transfer, promotion, layoff and termination of Company personnel.
- Assures proper administration of the wage and salary program. Conducts job analysis as needed.
- Develops, recommends and implements Human Resources policies and controls.
- Counsels individual employees and managers requesting advice when their situations are relative to and affect Company policies.
- Works in conjunction with HR team members on succession planning.
- Together with HR team, develops management training programs.
- Reviews and checks policies and practices for compliance with laws and regulations governing employment and, when required, appears and testifies on the Company's behalf on cases legally pursued.
- Develops reviews and analyzes Human Resources policies, practices and surveys to check and compare existing patterns with the Company program.
- Keeps informed of new developments related to Human Resources through contacts with professional groups, educational institutions, and attendance at seminars.
- Performs related duties, on occasion, as assigned.

QUALIFICATIONS

- BA Degree in Human Resources, Business Administration, or equivalent.
- 8+ years' HR experience including a minimum 5 years generalist/management role.
- Prior work experience in a Fortune 500 HR department strongly preferred.
- Should have recent, prior work experience in an environment that is mostly exempt, educated professionals.
- Requires a "hands-on" leader with proficiency in MS office, HR database and recruitment experience.
- A good knowledge of state and federal laws relating to the Human Resources function.
- Must possess strength in building team orientation, building relationships, people development, and be assertive and influential with a strong interest in and understanding of business.
- Excellent time management and organizational skills; Good written and verbal communication skills.
- Work experience/resume should clearly demonstrate contributions beyond transactional functions including change management, organizational development, talent development, and succession planning.
- Recruiting experience should include significant professional staffing experience.
- Certifications or experience with tools such as Wonderlic, DISC, Meyers-Brigg, Top Grading, DDI, Lominger, Kilman Diagnostics, Success

Factors, for example, would be a plus.

Eva Chiu
Vertical Careers Inc
eva@vertical-careers.com

Job Title: **Human Resources Director**

Department: Human Resources

Reports To: Chief Operating Officer

FLSA Status: Full-Time, Exempt

The Southern California Institute of Architecture (SCI-Arc) is seeking a hands-on experienced Human Resources professional to both manage and integrate broad, comprehensive human resource management programs and services to achieve effective communications between management and employees. The HR Director is the only HR staff so this position requires someone that can do “everything.”

The new HR Director would be joining the SCI-Arc community at an exciting time in our school’s history as we celebrate our 40th anniversary. This position is a great opportunity for someone that wants to be part of a diverse community of 500 students, 80+ faculty and 50 staff. SCI-Arc brings together accomplished architectural professionals who encourage creativity, share knowledge, and foster independence by focusing on the individual learning experience. SCI-Arc emphasizes communication and direct responsiveness to student concerns, thereby avoiding the cumbersome bureaucracy inherent in large organizations. While the atmosphere is professional it is also informal and collaborative.

Essential Duties and Responsibilities:

- Initiate and develop all Human Resources policies and procedures.
- Partner with the COO, Institute Directors and management to communicate Human Resources policies, procedures, programs and laws.
- Under the direction of the COO and in coordination with the Directors manage the process of organizational planning which includes evaluating the staff structure, job design, and personnel forecasting. Make recommendations to the school’s administration.
- Determine and recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Advise the COO, administration and supervisors on employee relations matters including disciplinary actions, complaints, work relationships, performance and other related matters.
- Assure compliance with personnel related laws, rules and regulations, including Fair Labor Standards Act, Americans with Disabilities Act, Family Medical Leave Act/California Family Rights Act, OSHA, ERISA and others. Maintain minimal exposure to lawsuits.
- With the COO serve as a primary contact with the school’s employment law attorney and outside government agencies.
- Review and guide management recommendations for disciplinary action and employment terminations.
- Review and respond to all unemployment insurance claims.
- Direct the recruitment activities for staff and administrative personnel; develop recruitment strategies, advertisements, and mailings; conduct reference checks; screen applications and resumes and respond to applicants.
- Manage and utilize SCI-Arc’s online employment application and applicant tracking system.
- Manage the interviewing and selection processes.
- Review and update position descriptions.
- Oversee payroll for 50 plus staff, and over 200 faculty and student workers.
- Oversee and update the HR/Personnel database (Jenzabar EX) to enhance efficiency and accuracy of all personnel data.
- Monitor developments in areas of responsibility and analyze proposed state and federal law and regulations and court decisions for their impact on Institute practices and operations; recommend and implement policy and procedure changes consistent with requirements; direct or conduct research and analysis of human resource and employee relations needs, recommend appropriate actions and implement programs.

- Define all Human Resources training programs. Provide necessary education and materials to managers and employees including workshops, manuals, and employee handbooks.
- In partnership with the COO and Facilities Manager, administer the Institute's Injury and Illness Prevention Program.
- Monitor the worker's compensation program; communicate with vendors related to workers compensation claims; maintain related records as required.
- Compensation and benefits administration.
- Conduct investigations when employee complaints or concerns are brought forth.
- Monitor and advise managers and supervisors when taking disciplinary actions. Monitor the implementation of a performance improvement process with non-performing employees.
- Develop and monitor annual HR budget.
- Select and supervise Human Resources consultants, attorneys, and training specialists, and coordinate school use of insurance brokers, insurance carriers, pension administrators, and other outside sources.
- Maintain current knowledge of new trends and innovations in the field of human resources; attend and participate in professional group meetings; participate in professional development activities; read publications relevant to area of assignment.

Qualifications and Experience:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below 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.

- Bachelor's degree in Human Resources or a related field.
- Must have 5-7 years of progressively responsible professional human resources management experience. This should include substantial generalist experience in employee relations, employment compensation and benefits, recruiting and hiring, training and development, workplace safety, and pay and scheduling.
- Knowledge of pertinent federal, state and local laws, codes and regulations, as well as applicable court decisions, concerning personnel administration.
- Knowledge of theory, principles, practices, and techniques of human resource administration including recruitment, selection, training, classification, compensation, benefits design and administration, employee development, and performance planning and appraisal.
- Demonstrated ability to exercise sound, expert independent judgment.
- Demonstrated ability to exercise tact and diplomacy in dealing with sensitive and complex human resource issues and employee situations.
- Ability to work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Communicate clearly and concisely, both orally and in writing, as well as excellent listening skills.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Must have payroll experience and knowledge of ADP payroll software.
- Experience working with an HR database is a must.
- Proficient in Word, Excel, Outlook.
- Experience with H1-B, J-1 and F-1 visas as it relates to employment and payroll would be beneficial.

We offer a great benefits package with medical, dental, vision, 401(k) with 100% match and generous paid time off. To apply please go to www.my.sciarc.edu and complete the online job application. In addition, please e-mail a cover letter and resume to hr_director@sciarc.edu

Recruiter

Administers all functions relative to filling exempt and non-exempt positions; develops and oversees employment-related projects; may advise and guide managers regarding employment needs/concerns.

Requires Bachelor's degree or equivalent related HR experience; minimum three years of progressive experience in a HR department/staffing industry with proven track record of success in Employment/Recruitment; working knowledge of HR principles and apply practical application of state/federal employment laws; able to work effectively under pressure in a fast-paced, continuously changing environment to meet aggressive deadlines; excellent interpersonal, communication and organizational skills; superior customer service skills; able to multi-task, prioritize and use independent judgment; excellent attention to detail, quality and accuracy; able to handle confidential information with discretion; PC proficiency. Prior recruitment for Marketing positions is helpful.

Benefit eligible employees qualify for the AEGON USA, Inc. benefit package, which is a comprehensive package including optional Health, Dental, Vision, Flexible Spending Accounts, 401k, and more! Additional details may be provided upon selection for interview. EOE

Transamerica's pay ranges are competitive and are based on the external labor market. An annual bonus opportunity may be available to regular employees.

Note: Job offer amounts are commensurate with applicant qualifications, level of experience and other compensable factors and are determined by hiring supervisors/managers.

Interested candidates should apply online at:

http://www.transamerica.com/about_us/careers/index.asp

HRIS Manager El Segundo, CA

Additional Information

Posted: January 14, 2013

Type: Full-time

Experience: Mid-Senior level

Functions: Human Resources, Information Technology, Project Management

Industries: Sporting Goods

Job ID: 4604404

Big 5 Sporting Goods commits to hiring returning veterans.

Job Description

- Partners with HR and Payroll to create IT and support solutions that meet current and future needs of the Human Resources department.
- Ensures HR/Payroll integrity and troubleshoots routine data issues.
- Trains HR and Payroll users on the use of various HRIS applications (e.g., JDE World and Kronos).
- Prepares reports for management, internal and external auditors, Legal department and Executives as needed.
- Manages and creates HRIS reports and schedules; and trains employees to run and filter these reports to meet their needs.
- Performs data audits and works closely with HR Manager to ensure employee data is accurate in the system.
- Coordinates with IT department to resolve technical issues in the system, and supports HRIS upgrades, patches, testing, and other technical projects as needed.
- Provides routine functional support for HRIS system (i.e., Benefits Administration, Payroll Process, HRIS New Hire/Maintenance Process).
- Responds when specialized assistance is required with files, file formats encryption and integrity of data from HRIS/Payroll system.

Desired Skills & Experience

Experience & Skills

- High level JDE HR systems experience is essential. Experience in all HR/Payroll/Benefits areas including

World, Kronos, Metrics reporting, Compensation, Benefits, Data Management.

- Proven proficiency in Visual Studio, Microsoft Word, Excel and Access.
- Demonstrable analytical skills.
- Proven experience in constructing, delivering and enhancing JDE World HR/Payroll systems.
- Proven experience working with, and troubleshooting, multiple technology platforms.
- Established HR/Payroll process knowledge.

Company Description

Big 5 Sporting Goods is one of America's top retailers of name brand sporting goods and accessories. With over 400 locations spread throughout 12 western states you can find a convenient location near you.

We provide a full-line product offering in a traditional sporting goods store format that averages approximately 11,000 square feet. Our product mix includes athletic shoes, apparel and accessories, as well as a broad selection of outdoor and athletic equipment for team sports, fitness, camping, hunting, fishing, tennis, golf, snowboarding and in-line skating.

Please submit a salary history with your resume for consideration.

Karen Nash, SPHR | Supervisor, Benefits & Disability | Big 5 Sporting Goods Corp.

2525 E. El Segundo Blvd. | El Segundo, CA 90245

Phone: 310-536-0611 Ext. 5122 | Fax: 310-297-7628

Recruiting Manager Santa Monica

The RAND Corporation is a non-profit institution that helps improve policy and decision-making through research and analysis. For nearly 60 years, decision-makers in the public and private sectors have turned to RAND for objective analysis and effective solutions that address the challenges facing the nation and the world. These challenges include such critical social and economic issues as education, poverty, crime, and the environment, as well as a range of national security issues.

RAND researchers and analysts continue to be on the cutting edge of their fields, working with decision-makers in both the public and private sectors to find solutions to today's difficult, sensitive, and important problems. RAND Human Resources supports a diverse community of highly skilled research, professional and support staff dedicated to providing research and analysis of the highest quality.

The Recruiting Manager will play a key role in supporting our mission by ensuring that RAND continues to attract and hire high caliber staff. This includes planning, managing and implementing both short and long term recruiting and talent management strategies that support the overall business goals as well as HR priorities and objectives. This position will have oversight of the company's recruitment process and system as well as performing other activities such as assisting with executive recruitments, working with contingent staffing agencies, and working on talent management initiatives such as succession planning, career development, etc. This position is located in our Santa Monica, CA headquarters, and reports to our Director of Talent & HR Services.

Primary responsibilities include:

- Managing the ongoing recruiting activities as leader of the function. This includes setting the strategic direction of recruitment activities through coordination with senior management, HR generalists, hiring managers and other staff in Santa Monica, CA; Washington, DC; and Pittsburgh, PA. Directly recruit for a variety of positions within the organization.
- Responsible for proactively sourcing, recruiting and evaluating candidates through various resources (posting advertising, Internet searches/techniques, database/resume searches, social media, candidate research, and networking) for both active and passive candidates.
- Work collaboratively with clients to obtain an understanding of clients' business, needs and culture to ensure successful recruitment efforts. Establish and maintain strong relationships with department management, hiring managers, HR staff, and other clients in order to stay abreast of current and future hiring needs and talent management activities.

- Manages the company's recruiting systems, resources, and processes to ensure efficient and effective outcomes. Oversees activities which continue to streamline and enhance the recruitment process and continually move recruitment to the next level in order to better service the client.
- Develop and/or support diversity initiatives within the company and actively research and seek opportunities to execute on these strategies.
- Managing RAND's relocation program, coordinating visas, overseeing background checking processes, and facilitating expatriate agreements
- Uses metrics and data to evaluate effectiveness and success of company's recruiting activities. Monitoring progress and uses trending analysis to improve department performance as well as providing key statistics to management and staff as necessary.
- Managing all recruiting policies, design of supporting programs and communications
- Lead special projects and contribute to the continued development of the HR function more broadly
- Occasional travel may be required

Qualifications:

The successful candidate must:

- possess a broad recruiting background including full life-cycle experience staffing across a variety of functional areas and solid knowledge of recruiting administration practices
- be results-oriented, and proactive problem-solver, adept at working in a team-oriented and highly collaborative environment, but also able to work independently
- have excellent organizational and project management skills and be able to manage multiple priorities in a fast-paced work environment
- have a strong service orientation and attention to quality and accuracy
- Strong communication skills are essential, and in particular, advanced writing skills and the ability to draft recruiting communications and advertising

Educational requirements: BA/BS required, MS/MA/MBA or equivalent experience preferred. PHR/SPHR certification a plus.

Specific technical skills preferred/required:

- 6 or more years of experience in progressively responsible Recruiting positions is required.
- Experience working with applicant tracking and HRIS systems required. (PeopleSoft is strongly preferred)
- Strong working knowledge of the laws and regulations relevant to recruiting is required. Experience managing U.S. visas and knowledge of Affirmative Action compliance is preferred.
- Recruiting experience in an academic, research, or highly skilled professional services environment is preferred.
- Must be proficient in Microsoft Office

Apply online at: <http://www.rand.org/jobs.html>
