



**SEGUE
SOLUTIONS**

My Career Strategy February 2013 Opportunities

Online version

<http://wp.me/p2VYm6-c>

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



PIHRA Career Center

<http://hr.pihra.associationcareernetwork.com/Common/HomePage.aspx>

11 new human resource jobs

**Human Resource Director
ManagEase, Inc. - Irvine, CA**

Leading HR and payroll outsourcing company located in Orange County has immediate opening for HR Director to manage and consult with client accounts. Work in the field throughout Southern California and complete occasional short out-of-state assignments. Successful candidate will be flexible and able to get up to speed with new accounts quickly.

**Benefits Specialist
Total HR - La Crescenta, CA**

A Human Resources company in La Crescenta is currently searching for a Benefits Specialist. This individual will be deadline driven, have impeccable follow-up, and be able to support a growing benefits department. Qualified applicants are encouraged to apply by sending an email to dominique@totalhrmgmt.com

**HR Professional/Consultant
ePlace Solutions, Inc. - Carlsbad, CA**

ePlace Solutions, Inc. is a California-based HR consulting firm with over 25,000 nationwide clients. We currently seek an experienced HR professional/consultant; bilingual is a plus, to join our team.

**Benefits Coordinator
Shutters on the Beach - Santa Monica, CA**

Shutters on the Beach and hotel Casa Del Mar, both Leading Hotels of the World, are looking for an experienced Benefits Coordinator to join their Human Resources Department. Some of the duties include assisting employees with benefits, maintain employee data base, supplement payroll, manage all insurance billings and maintain employee files, administers various employee benefit programs, such as group insurance, life, medical and dental, accident and disability, insurance, and health...

**Administrative Assistant - Human Resources, Finance, Administration
Conrad N. Hilton Foundation - Agoura Hills, CA**

The Conrad N. Hilton Foundation was created in 1944 by international business pioneer Conrad N. Hilton, who founded Hilton Hotels and left his fortune to help the world's disadvantaged and vulnerable people. The Foundation currently conducts strategic initiatives in five priority areas: providing safe water, ending chronic homelessness, preventing substance abuse, caring for vulnerable children, and extending Conrad Hiltons support for the work of Catholic Sisters.

**Human Resources Generalist
Phenomenex.com - Torrance, CA**

The Human Resources Generalist is responsible for partnering with internal customers (management and supervisory staff) to develop value-added human resources solutions, and act as point of contact with employees on human resources issues.

Human Resources Generalist - Supply Chain Services

Domino's Pizza - Ontario, CA

Develop and Conduct Human Resource education and skills training

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!

Talent Acquisition & Development Manager

BakeMark USA LLC - Pico Rivera, CA

Talent Acquisition & Development Manager.

Human Resources Manager

Autism Spectrum Therapies - Burbank, CA

The Human Resources Manager (HRM) is responsible for implementing the overall strategic direction of Human Resources.

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.

7 new human resource jobs posted 2/20/13

Human Resources Generalist

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Human Resources Director

IAPMO - Ontario, CA

The IAPMO commitment to serving the plumbing and mechanical communities around the world has never been stronger. Since first developing the Uniform Plumbing Code in 1945, IAPMO has been

dedicated to the orderly yet aggressive evolution of codes and product standards best able to address the needs of the public and the plumbing/mechanical communities in hundreds of jurisdictions.

Sr Compensation Consultant

Health Net, Inc. - WOODLAND HILLS, CA

Join our Center of Excellence Compensation team in Woodland Hills working on exciting critical projects that include consulting to field associates on a variety of compensation issues, in depth market pricing of jobs, salary design and structure work, executive compensation and stock administration. Position requires a bachelor's degree (an MBA is an added bonus!) and Certified Compensation Professional designation, along with at least 7 years professional level compensation experience.

Bilingual Benefit Administrator

Benefit Communication Insourcing - El Segundo, CA

BCI, headquartered in Kansas City, is actively hiring a Bilingual (Spanish and English) Benefit Administrator located in El Segundo, CA. The Administrator is responsible to provide administrative support in the area of employee benefit communication and enrollment. Prior benefit administration and/or HR Generalist experience in benefit management is strongly preferred. We are a rapidly growing organization and opportunity to advance it expected. This is an immediate opening.

Human Resources Manager

The Travel Corporation USA - Anaheim, CA

Human Resources Manager will be responsible for many facets of key human resource activities for the Company. This position is also responsible for the payroll function and management of a staff of Human Resources professionals.

View more jobs at the PIHRA Career Center

<http://hr.pihra.associationcareernetwork.com/Common/HomePage.aspx>



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

Job ID:	12438021	Posted:	February 22, 2013
Position Title:	Manager of Internal Investigations (#1010887)	Employment Type:	Full-Time
Company Name:	CSU, Office of the Chancellor	Job Duration:	Indefinite
Job Function:	Other	Relocation Costs paid:	Negotiable
Entry Level:	No	Min Education:	BA/BS/Undergraduate
Location(s):	Long Beach, California, 90802, United States	Min Experience:	3-5 Years

Job ID:	12438016	Posted:	February 22, 2013
Position Title:	Manager of Labor Relations	Relocation Costs paid:	Negotiable
Company Name:	CSU, Office of the Chancellor	Min Education:	BA/BS/Undergraduate

Entry Level:	No	Min Experience:	3-5 Years
Job Duration:	Indefinite	Required Travel:	0-10%
Location(s):	Long Beach, California, 90802, United States		

Job ID:	12430242	Posted:	February 22, 2013
Position Title:	HR Advisor	Job Function:	Compensation, HR Generalist
Company Name:	SoCalGas	Entry Level:	No
Company Industry:	Utilities	Employment Type:	Full-Time
Location(s):	Los Angeles, California, 90013, United States	Min Education:	BA/BS/Undergraduate

Job ID:	12430259	Posted:	February 22, 2013
Position Title:	HR Business Partner	Entry Level:	No
Company Name:	SoCalGas	Employment Type:	Full-Time
Company Industry:	Utilities	Job Duration:	Indefinite
Job Function:	Compensation	Min Education:	BA/BS/Undergraduate
Location(s):	Los Angeles, California, 90013, United States		

Job ID:	12358913	Posted:	February 19, 2013
Position Title:	Regional Administrative Manager	Job Duration:	Indefinite
		Relocation Costs paid:	None
Company Name:	Angelica Corporation	Min Education:	BA/BS/Undergraduate
Company Industry:	Manufacturing (durable goods)	Min Experience:	5-7 Years
Job Function:	Administrative, Other	Required Travel:	75-100%
Entry Level:	No	Required/Preferred Certifications:	PHR, SPHR
Employment Type:	Full-Time		
Location(s):	Orange, California, 92867, United States	Salary:	\$60,000.00 - \$65,000.00 (Yearly Salary)

Job ID:	11932232	Posted:	February 10, 2013
Position Title:	Compensation Analyst	Entry Level:	No
Company Name:	Mattel, Inc.	Employment Type:	Full-Time
Job Function:	Compensation	Min Education:	BA/BS/Undergraduate
Location(s):	El Segundo, California, 90245, United States	Min Experience:	3-5 Years

Job ID:	12274796	Posted:	February 10, 2013
Position Title:	HR Manager	Employment Type:	Full-Time
Company Name:	Confidential	Job Duration:	Indefinite
Company Industry:	Educational Services	Relocation Costs paid:	None
Job Function:	Administrative, Benefits, Communications, Compensation, Consultant, Diversity, EEO/Affirmative Action, Employee Asst. Programs, Employee Relations, Employment/Recruitment, HR Generalist, HRIS	Min Education:	BA/BS/Undergraduate
		Min Experience:	5-7 Years
		Required Travel:	0-10%
Entry Level:	No		
Location(s):	Los Angeles, California, 90001, United States		



The LACABA Job Board has compensation opportunities:

<http://www.lacaba.org/job-listing.htm>

CB and Associates frequently has local opportunities:

www.cbrecruiters.com

Six-month contracted position with Blue Zones Project and would be working with Carrie Anne Blevins in order to get the Worksite initiative off the ground.

Blue Zones Project by Healthways

514 N. Prospect Ave, 3rd Floor, **Redondo Beach**, CA 90277 (310) 683-6806

6-month contracted position - 40 hours a week

Carrie Anne Blevins, Organization Lead, Carrieanne.Blevins@healthways.com

Description:

Blue Zones Project™, a service of Healthways, is a community well-being improvement initiative designed to make healthy choices easier through permanent changes in environment, policy, and social networks. By helping people live longer, better through behavior change, communities can lower healthcare costs, improve productivity, and boost national recognition as a great place to live, work, and play. The Blue Zones Project™ works in partnership with Beach Cities Health District to serve the Beach Cities (Hermosa Beach, Manhattan Beach and Redondo Beach).

Duties:

The prospective candidate will assist with operation, implementation and engagement in the Blue Zones Project™ with a focus on the worksite strategy. Responsibilities include:

- Attend and participate in worksite committee meetings
- Educate, engage and promote Worksite pledge and tools in the business community
- Assist with aspects of program delivery such as registering participants, reserving facilities, and preparing handouts/materials
- Assist with entering data and maintaining records when appropriate
- Develop content for engagement communications wellness communications in the form of newsletters, blogs and e-blast content for worksites

- Provide testimonials and best practices of companies executing the employer tools
- Identify targeted participants and work with Blue Zones Project team on the development of engagement and outreach
- Engage employees to register and complete one pledge action
- Assist with presentations, lunch & learns and speaking engagements to worksites to engage participation

Qualifications Needed:

- Experience and interest in the fitness/wellness field
- Exceptional written and verbal communication skills, including ability to deliver presentations
- Must possess good organizational skills and be efficient in multitasking
- Ability to work independently and in a group setting
- Ability to work in a dynamic, changing, and diverse environment
- Ability to multi-task and work independently
- Knowledge of Microsoft Office, especially Outlook, Word and Excel

Application/Screening Process:

All potential candidates complete the following application process to see if this position is an appropriate fit:

- Send cover letter explaining interest in position along with resume to Sara Russo at sara.russo@bchd.org
- Interview with supervisor

Training:

Once the candidate clears the screening process, the following training will be provided:

- Blue Zones Project orientations
- Initial training regarding Blue Zones Project and assignments delegated by supervisor
- Bi-weekly meetings with supervisor

Responsibilities:

- Check in with supervisor for newly assigned tasks and updates on current tasks
- Answer and return all emails, phone calls, etc.
- Keep track of all hours and turn in time sheet each month

To apply for position, send cover letter and resume to Blue Zones Project. Please specify which candidatedship you're applying for in your cover letter.

Sara Russo, MPA | Volunteer Services Coordinator
(310) 683-6809 | sara.russo@bchd.org

Title: Sr. HR Rep
Location: Brea, CA

Duration: 5+ months

The Human Resources Manager will design, implement, and support strategies and programs to enhance the effectiveness of managers and the productivity and satisfaction of employees at the Brea site. The incumbent will optimize relationships between employee and employer; link human resources strategies to business objectives; ensure compliance with all labor laws; counsel and advise management on a variety of topics related to human resources and design and implement training, performance management, and organizational design programs.

- Drives and manages Workforce Planning and Headcount management
- Provides consultation and training on Engagement & Retention of associates
- Drives and manages Performance Mgmt processes including coaching leaders on tough conversations, co-creating performance improvement plans and ensuring leaders are following through with the annual process.
- Consults with clients on internal movement decisions; transfers, promotions, job enhancements and ensures decisions are in line with company policy and leveling guides.

- Conduct Employee Relations investigations and consult with managers and ER counsel on outcomes and next steps.
- May co-facilitate training and development programs.
- Delivers change management consultation to clients
- Reports monthly metrics to HR leadership and drives to ensure that countermeasures are in place when not hitting targets.]
- Consults with leaders on talent management and organizational design challenges.

Job Requirements Include

- BA with an average of 9+ years of HR experience with 2+ years as a generalist or MA with an average of 7+ years of experience as a junior business partner or field generalist
- Solid and sophisticated skills in: consulting, contracting, mediating, negotiating, coaching
- Experience in compensation, recruiting, employee relations, organizational development is preferred (ideal mix 2 or more areas)
- Working knowledge of employment law including Title VII, ADA, ADEA, FMLA, FLSA, OSHA and Workers Compensation
- Thorough and deep knowledge of the employee life cycle
- Has had experience leading or contributing to small to medium scale re-orgs, org alignment, workforce planning efforts
- Has had previous experience managing complex and cross-functional initiatives, processes, or projects
- Exposure to and comfort with higher management

Stan Cross, Recruiter, Sunrise Systems, Inc.
16 Pearl Street, Metuchen, NJ 08840
732-395-4559 or stan@sunrisesys.com

We have an **HR Manager** opportunity in **Rancho Dominguez** and was wondering if you had anyone in mind to refer to us. The company has not had an HR Manager in place but instead had the Director of Operations doing the work. The company, a manufacturer of commercial and industrial baking equipment is growing and ready to bring on an HR Manager who can set up the department, systems, policies, procedures, etc. Pay is about 50-60K, depending on experience. This person will have the opportunity to create the job and make it their own. They currently have 60 employees but plan on expanding to 80-100 shortly. Great opportunity.

Jodi Zarin, Vice President, system | one jodi.zarin@systemoneservices.com
21151 S. Western Avenue, Suite 165, Torrance, CA 90501
t: 310-483-7800 x2, m: 310-339-9847, f: 424-271-0741

If anyone knows an admin assistant with excellent QuickBooks skills and experience, the Chino Basin Water Conservation District and is looking for an Administrative Assistant.

<http://www.cbwcd.org/about-us/employment/job-openings>

PUBLIC INFORMATION OFFICER Field Assistant (2)

FLSA: EXEMPT

Monthly Salary FY 2012-2013: \$5,422 - \$6,738

FILING DEADLINE: MARCH 20, 2013, 5:00 PM

BASIC FUNCTION

Under the general direction and supervision of the Director of Community Affairs, and in collaboration with the operational and technical management and supervisory staff, the Public Information Officer (PIO) identifies and utilizes appropriate communications methods for reaching the District's varied constituents such as residents, homeowners, mass media, community leaders, public officials, and service groups;

represents the District in media and community relations appearances and events; and coordinates and executes public information programs to raise awareness and education about vector control and vector-related public health concerns.

BACKGROUND CLEARANCE

The selected candidate must agree to a background check via Fair Credit Reporting Act (FCRA) consumer report and a DOJ/FBI fingerprint LIVE SCAN. GLACVCD utilizes E-Verify

- Incomplete applications will not be accepted.
- Cost of the live scan process will be at the expense of the successful candidate

PLEASE SUBMIT COVER LETTER and DISTRICT EMPLOYMENT APPLICATION TO:

Robert Miller, PHR-CA, IPMA-CP, Director of Human Resources
12545 Florence Ave. Santa Fe. Springs, Ca. 90670
OFFICE: 562.944.9656 or FAX: 562.944.7976

Tower Energy Group has an exciting opportunity for a **Human Resources Representative** to join our team. The job is based in **Torrance** CA at our Corporate Headquarters.

History:

Founded in 1989, Tower Energy Group is a privately held company with Headquarters in Torrance, CA. Tower owns and operates over 50 gas stations and convenience stores located in Northern and Southern California. New construction and major remodels are part of Tower's commitment for growth and better customer service.

Mission:

Offer affordable fuel, groceries, deli and wide range of retail items with exceptional service and to provide it in a safe, clean, friendly and convenient environment.

Vision:

Provide every community in California the opportunity to experience the best in retail convenience shopping and customer service.

Job Description: Human Resources Representative - located in Torrance, CA

- Responsible for the proper entry, storage, security and use of employee personal data; including the resume, application, tax forms and all other forms related to benefits, wages, vacation, leave, sick time and company travel
- Develop and maintain data solutions (e.g. databases, spreadsheets etc.); compile reports; and analyze data related to human resources functions including, but not limited to: compensation, hours, benefits, employee performance, workforce development and attendance tracking.
- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Assist management with the disciplinary process of employees
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Manage Compensation and Benefit programs and answer questions from employees about the programs as necessary
- Responsible for incoming EDD claims; including investigation and response to claims, and attending hearings
- Develop and implement company policies and procedures.
- Payroll processing for over 300 - retail employees
- Recruiting, interviewing and hiring new staff, as well as helping the organization increase employee productivity, morale and retention

Position Skills and Education:

- Strong analytical abilities and professional office experience needed.
-

- Minimum 3 years previous experience in the field of Human Resources with payroll processing experience; ADP Payroll, Time and Attendance, and Benefits experience a plus; Proficient in Microsoft Excel; Strong knowledge of Human Resource policies and procedures; Knowledge of: EEO, FMLA, CFRA, PDL, EDD, OSHA, ADA; thorough comprehension of Compensation and Benefits. Accounting experience is a plus.
- Bachelors or Master's Degree from a US accredited university in Business, Human Resources or related field.

TO APPLY:

All interested candidates may apply by visiting our website:
www.Towerenergy.com or by emailing their resume and cover letter to
Humanresources@towerenergy.com.

The HR Team here at PennyMac is currently looking for an **HR Coordinator**, **HR intern(s)**, and an **HR Analyst(s)**. The Analyst position is an entry level job with one year experience.

A summary of the **Analyst job description** is listed below:
 Reports to: Manager, Compensation

This growth position will provide metrics support in PennyMac's Human Resources department, analyzing and reporting on all aspects of employee, team and company performance.

The incumbent will be a key analytical and reporting resource for the Human Resources Department and will ensure that assigned goals and deadlines are met. Such responsibilities may include, without limitation,

- Metrics-based reporting, including PTO usage, employee turnover, staffing levels
- Incentive plan modeling; monthly and quarterly incentive payout calculation
- Comparative analyses (Compensation, Benefits, Learning and Performance Management, Payroll)
- Maintenance of the HRIS to include recommending updates to tables, additional fields or functionality
- Write, maintain and support a variety of reporting queries through a variety of reporting tools
- Assist with the maintenance of data integrity through data analysis
- Collaborate with manager to recommend process improvements, solutions and procedural changes
- Develop, run and distribute various bi-weekly , monthly, quarterly and annual reports
- Assist manager in meeting with customers to identify, write, test and deliver reports as needed
- Perform other related duties as required and assigned
- Demonstrate behaviors which align with the organization's desired culture and values

Applicants interested in any of our opening may apply at:
<http://www.pennymacusa.com/careers.php>

We currently have an opening for a **higher level Administrative Asst/Payroll Backup**. If you know anyone interested please have them forward their resume to wrecruiting@westviewservices.org

Judy McBride, SPHR, Director, Human Resources
 Westview Services, Inc.
 714-517-6606 or 714-517-6613 Fax

I have an excellent opportunity for an experienced **payroll administrator**. I am looking for someone to join the administrative team as we re-organize HR and payroll, update processes and procedures and augment programs.

SCI-Arc is recognized nationally for its excellence in the field of architecture. The environment is casual with a flexible schedule, good benefits and working in the exciting arts district. Located **just east of Little Tokyo**.

The Human Resources/Payroll Coordinator will assist the Human Resources Director in the delivery of HR programs and payroll in support of SCI-Arc's mission. SCI-Arc has a faculty of approximately 80 faculty and 50 full time staff, in addition to 70 plus student workers.

SCI-Arc is a center of innovation and one of the nation's few independent architecture schools, offering undergraduate<<http://www.sciarc.edu/portal/programs/undergraduate/index.html>>and graduate <<http://www.sciarc.edu/portal/programs/graduate/index.html>>programs. We are dedicated to educating architects who will imagine and shape the future.

Located in a quarter-mile long former freight depot in the artist's district in the heart of Los Angeles, SCI-Arc is distinguished by the vibrant atmosphere of its studios, providing students with a uniquely inspiring environment in which to study Architecture.

The HR department is charged with providing a full range of programs, in support of the faculty and staff.

For a full job description please see the position announcement at:

<http://www.sciarc.edu/portal/about/employment/index.html>

I am an external HR and OD consultant here in the Los Angeles area serving mission-based and non-profit clients. As my business is growing, I am looking for a **HR generalist** that is willing to do project work in various areas, including employee relations, benefits (401K specifically), research trainings, job classifications, creating job descriptions, etc. The work is project based depending on need so hours may vary.

Lorenza Pakula, President
Delta Prime Consulting
Office: (310) 871-3561
lorenza@deltaprimeconsulting.com
www.deltaprimeconsulting.com

I am hiring a **Specialist, Human Resources** to join our dynamic west coast Human Resources team at Bain & Company, Inc. Please find further details via the following link.

<https://csscareers-bain.icims.com/jobs/1398/job>

Donna J. Rosenberg
Senior Manager, West Coast Human Resources
Bain & Company, Inc. | 1901 Avenue of the Stars, Suite 2000 | Los Angeles, CA 90067 | USA
tel: (310) 229 4617 fax: (310) 229 3143
<mailto:donna.rosenberg@bain.com> | web: www.bain.com

Compensation Analyst

Job Code : 3563
Division : LNE Corporate
Location : **West Hollywood** CA US 90038
Job Type : Full Time
Career Level : Experienced (Non-Manager)
Education : Bachelor's Degree
Category : Human Resources
Employee Referral Bonus Eligible : No

WHO ARE WE?

Live Nation Entertainment is the world's leading live entertainment and eCommerce company, comprised

of four market leaders: Ticketmaster.com, Live Nation Concerts, Front Line Management Group and Live Nation Network. Ticketmaster.com is the global event ticketing leader and one of the world's top five eCommerce sites, with over 26 million monthly unique visitors. Live Nation Concerts produces over 20,000 shows annually for more than 2,000 artists globally. Front Line is the world's top artist management company, representing over 250 artists. These businesses power Live Nation Network, the leading provider of entertainment marketing solutions, enabling over 800 advertisers to tap into the 200 million consumers Live Nation delivers annually through its live event and digital platforms.

WHO ARE YOU?

Passionate and motivated. Driven, with an entrepreneurial spirit. Resourceful, innovative, forward thinking and committed. At Live Nation Entertainment, our people embrace these qualities, so if this sounds like you then please read on!

RESPONSIBILITIES:

The Compensation Analyst will partner with HR Business Partners, Recruiting, HRIS, and respective clients to deliver comprehensive compensation program management and guidance on salary & incentive administration issues; S/he will conduct and participate in internal and external market studies to collect and analyze pay practices information to guide the organizations competitive position; conduct job reviews and identify appropriate recommended action in support of business needs; In addition, s/he will propose salary actions based on established guidelines, policies and practices. The ideal candidate must possess strong analytical skills and be able to make sound recommendations, including identifying corrective or alternative solutions related to employee pay issues, as well as to other key compensation processes.

Responsibilities

- Review requests and make appropriate recommendation for new or revised pay including base salary and incentives
- Work closely with HR Business Partners to assess current compensation practices and recommend enhancement solutions
- Conduct multi-state FLSA reviews and recommend exemption status; determine when to initiate formal internal legal review process
- Develop and maintain compliant job descriptions
- Assist in the design of compensation programs for various business units including base pay and incentives
- Assist in the design of effective and useful tools to minimize inefficiencies in core Compensation processes
- Analyze compensation metrics and develop insights and recommendations from them
- Assist in development, preparation and distribution of compensation communication materials
- Gather & prepare internal pay & policy data for submittal to multiple compensation pay & policy surveys
- Develop & conduct special studies and recommendations on base pay, incentive plans, pay practices, etc.
- Assess need for new data sources, monitor trends and recommend participation in surveys
- Conduct comprehensive internal & external equity reviews for client groups; ensure that recommendations are sound and in line with company guidelines; highlight and present any issues regarding regulatory compliance
- Perform ad hoc queries (from Oracle, Radford, Kenexa/Comp Analyst, Croner, other data systems)
- Recommend enhancements and lead efforts to increase use of HR systems and other Compensation tools
- Maintain compensation data structures in Oracle HR

Job Requirements:

- 4 - 6 years of Compensation related experience preferred

- Advanced skills in Microsoft Excel, intermediate level - Word, PowerPoint, and Access
- Oracle HR knowledge
- Strong attention to detail
- Ability to analyze and interpret large data sets
- Solid written & verbal communication skills
- Ability to work independently and within a team environment
- Ability to interact with senior HR partners
- Knowledge of Sales Compensation principles
- Knowledge of existing/proposed statutory requirements governing compensation including full understanding of rules governing FLSA requirements across multiple states

Education

- Bachelor's degree in Business Administration or related field requirement
- HR related certification a plus

If the above description sounds like you and fits your background, apply online at <http://www.livenation.com/careers/index.html> to join the Live Nation Entertainment team today! Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa.

I'm starting a search to fill my own position. Participant Media is an amazing company. This position oversees HR for the entire company, which continues to grow. The sky is the limit here. Don't let the operations portion of the job deter anyone. The CEO is open to removing this responsibility under the right circumstances. This is an amazing opportunity in a company that has real heart and soul.

Position **Vice President, Human Resources and Operations**
 Location **Beverly Hills**, California
 Benefits Excellent benefits package and 401(k) program
 Website www.participantmedia.com & www.takepart.com

Company Background

Participant Media is a growing media company with a mission to deliver entertainment that inspires and compels social change. Participant believes that a good story well told can truly make a difference in how one sees the world. Whether it is a feature film, documentary, Television or other form of media, Participant exists to tell compelling, entertaining stories that also create awareness of the real issues that shape our lives. The company seeks to entertain audiences first, then to invite them to participate in making a difference. Participant is a for profit company with a double bottom line; financial return and social impact.

Participant Media was founded by Jeff Skoll in 2004 with a team of entertainment industry executives who shared his interest in creating quality entertainment about meaningful issues; together, the team built an environment to foster storytelling that engages the audience, generates awareness of topical and interesting issues and inspires individuals to take action.

Reporting Structure

The Vice President, Human Resources and Operations reports to the Chief Executive Officer of Participant Media. In turn, this person oversees the entire HR and Operations department including the following direct reports: HR Manager; Operations Manager; Receptionist; and interns.

HR Responsibilities

Specific duties and responsibilities of the role include, but are not limited to the following:

- Plans, directs and carries out initiatives relating to all phases of the recruiting and hiring process
 - Consults with the CEO and CFO regarding strategic staffing plans, compensation, benefits, training and development and review process
 - Oversees corporate, social and professional development activities
 - Provides leadership and ensures a positive and professional working environment
 - Oversees records of insurance coverage, employee hours, and personnel transactions
-

- Builds and maintains strong relationships across the company
- Implements and insures compliance with policies, practices and legal requirements
- Leads performance management and talent assessments
- Oversees and manages benefits program and payroll
- Builds successful relationships with HR community for networking and recruitment

Operations Responsibilities

Specific duties and responsibilities of the role include, but are not limited to the following:

- Oversees all office operations and procedures
- Supervises office staff
- Oversees ongoing improvements to physical office environment
- Liaises with building management
- Consults with IT team and Office Manager to ensure ongoing operation of all office equipment
- Consults with the CEO and CFO regarding all office build-outs and acts as company liaison with design, furniture and construction team.

Requirements

Must have a minimum of seven years HR executive level experience within the entertainment industry, preferably with a focus in Film and/or Television. Relevant experience should include overseeing all aspects of hiring, employee development, benefits and payroll and a solid knowledge of employee legislation. The executive must bring energy and enthusiasm that matches the company's unique mission. Must work well with all levels of staff and management and have strong leadership and project management skills with a solution driven approach to business.

Education

Bachelor's in Human Resources or related field.

Compensation

Compensation will be commensurate with experience and background.

Laurie Luh, Vice President, Human Resources
Participant Media
331 Foothill Rd, 3rd Floor, Beverly Hills, CA 90210
T – 310 550-5128 or F – 310 550-5106
www.TakePart.com

Resumes and Cover Letters should be sent to careers@participantmedia.com.

Curtiss-Wright Controls has a **temporary** (3 to 4 months) **HR manager** job opening in the **Portland, Or**, at a manufacturing facility. It is a union environment with approximately 40 union and 100 nonunion employees. If you or someone you know are interested please call me directly. Thanks everyone.

Tim Violette, VP Human Resources
& Environmental Health & Safety
Curtiss-Wright Controls - Defense Solutions
28965 Ave Penn, Santa Clarita, CA 91355
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This position is being handled specifically by Bolton, please contact Melissa Eshaghian (Bolton recruiter, included on this email with contact information below also) and she will walk you through the process. See below for initial detail and definitely preface this list:

Director of Benefits and Compensation for an entertainment services company. Salary up to \$180,000. The Director of Benefits and Compensation will be responsible for the company's benefits, compensation, and rewards strategy, design, planning, policies, communications and programs. This position will further the company's vision as an employer of choice by managing a total rewards philosophy, identifying gaps or modifying existing programs to meet competitive needs and support the Corporate objectives.

Requirements:

- BA/BS in related field.
- 8-10 years progressive related experience.
- 3-5 years demonstrated supervisory and associate development experience.
- Strong functional experience in benefits and rewards design and administration.
- Advanced analytical and financial/costing skills necessary to manage planning and budgeting and work with financial professionals.

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