



**SEGUE
SOLUTIONS**

My Career Strategy November 2013 Opportunities

My Career Strategy Meeting Information

<http://is.gd/nxtmtg>

PIHRA Career Center

<http://is.gd/pihracareercenter>

PIHRA District 6

<http://is.gd/SouthBay>

My Career Strategy Email

Segue@Propster.com

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United States
7.3%



October 2013
Unemployment
Rates



Los Angeles
County
9.5%



Career Center

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

Labor Relations Manager

Confidential - San Joaquin or Orange County, CA

Looking for Labor Relations Manager with a minimum of 5 years experience! The Labor Relations Manager works independently in fostering positive labor-management relations. This person will counsel management on labor relation issues. Conduct on-site internal investigations often involving complex employment matters and prepare comprehensive investigation reports with recommended findings. This position can be located in either San Joaquin or Orange County. more info...

Senior Employee Relations Advisor

PIH Health - Whittier, CA

PIH Health is a nonprofit health and wellness network consisting of now 2 facilities a 550-bed acute care hospital, a newly acquired 199-bed community facility in Downey, multi-specialty medical group, hospice, home health and other services. Located in Whittier, CA. This is a uniquely, financially stable, expanding gem of an organization and we are seeking a Senior Employee Relations Advisor with drive to join our HR team. more info...

Senior Compensation Analyst

PIH Health - Whittier, CA

PIH Health is a nonprofit health and wellness network consisting of now 2 facilities a 550-bed acute care hospital, a newly acquired 199-bed community facility in Downey, multi-specialty medical group, hospice, home health and other services. Located in Whittier, CA. This is a uniquely, financially stable, expanding gem of an organization and we are seeking a Senior Compensation Analyst with drive to join our HR team. more info...

Manager, Workers Compensation And General Liability Claims Administration

International Transportation Service, Inc. - Port of Long Beach, CA

Responsible for assisting in the development and administration of policy as it relates to workers compensation insurance, general liability insurance and associated claims management for each. Work with insurance carriers and/or third party claims administrators to monitor and provide input toward the resolution of both workers compensation and general liability claims. Make effective recommendations for the settlement of all workers compensation and general liability claims for ITS and subsidy more info...

Human Resources Manager

The Travel Corporation USA - Anaheim, CA

Responsible for many facets of key human resource activities for the Company. The HR Manager is responsible for the payroll function and management of a staff of Human Resources professionals. more info...

Manager Human Resources

Mattel, Inc. - El Segundo, CA

The primary responsibility of the Manager, Human Resources is to partner with the HR Vice President to provide broad support to Marketing, Finance and Sales & Operations Planning within the North America Division in functional areas of human resources: staffing, employment, employee relations, performance management, training and development, compensation and benefits, immigration, HR administration as well as safety and security. Mattel is an AA/EOE. M/F/V/D more info...

Senior Organizational Effectiveness Consultant

Kinetic Search, Inc. - El Dorado Hills, CA

The Sr. OE Consultant reports to the HR Director, Customer Quality. This role provides HR business partner support to the VP of Customer Service, Installation and Billing, and Medicare Operations in the Customer Quality organization. Primary responsibilities include development and execution of change management strategies; design and execution of leadership team effectiveness processes; executive coaching and leadership development processes; support of employee engage more info...

Human Resources Manager

Ultima Hospitality - Millbrae (Westin & Aloft SFO), CA

The Westin San Francisco Airport and Aloft San Francisco Airport are seeking qualified Human Resource Managers to join our team! The Aloft is a funky, fun vibe! The Westin is a more upscale, vibe! Two great hotels, two different personalities - take your pick to match your personality! The Aloft is newly renovated and the Westin is about to undergo renovation! Join our team and find out why we say We Provide the Ultimate Career Experience by Providing the Ultimate Guest Experience! more info...

Human Resources Director

HR Options - Redwood City, CA

This is an exciting opportunity for someone who enjoys building a department, developing relationships, selecting and implementing new technology! Located in Redwood Shores, our client provides software for restaurants and eateries, and has an immediate opening for a highly motivated, hands-on HR leader! The HR Director reports to the Sr. VP of Finance, HR and Metrics and supports more than 200 local and remote employees. more info...

Human Resources Generalist

Tenderloin Neighborhood Development Corporation - San Francisco, CA

Under the direct supervision of the Director of Human Resources, the Human Resources Generalist is responsible for managing systems, implementing continuous improvements, and coaching employees in the following areas: Staffing - Post job announcements for vacant positions, log incoming resumes, track job vacancies and assist with hiring process by conducting phone screens, ... more info...

Senior Human Resources Generalist

Tenderloin Neighborhood Development Corporation - San Francisco, CA

Under the supervision of the Director of HR, the Sr. HR Generalist is responsible for the following activities: 1) Provide input and develop HR policies and programs 2)advise managers and employees regarding HR policies and practices 3) Coordinate the implementation and maintenance of HR policies 4) Consult managers on staff planning, recruiting, and hiring 5) Develop and deliver training on HR-related topics 6) HRIS Reporting 7)Identify and recommend improvements in HR programs and processes. more info...

HR Director

Professional Plastics - Fullerton, Orange County, CA

We are looking to find a highly motivated, experienced, self-driven, and forward-thinking HR professional leader who has the ability and desire to play an important strategic role in developing and leading core human resource functions and strategic initiatives that support a growing customer-focused company in Fullerton, California with 17 locations worldwide. As a strategic business partner and member of the Executive Team, the successful candidate will directly manage a HR team. more info...

Director Of Human Resources

Westamerica Bank - Fairfield/North Bay Area, CA

DIRECTOR OF HUMAN RESOURCES The Job Reporting to the CEO, this manager is responsible for the development and execution of the company's HR strategy and practices. Supervises a staff of 12, including 4 direct reports, and oversees the employee relations, recruiting, training, and compensation functions. Ensures that the company's HR programs meet company and employee needs. Manages employment practices risk and ensures compliance with

the complex web of federal, state, and local laws and more info...

Executive Vice President of Human Resources

Hathaway-Sycamores Child and Family Services - Los Angeles, CA

Hathaway-Sycamores Child and Family Services seeks an experienced executive for their next Executive Vice President of Human Resources. Hathaway-Sycamores, one of the largest nonprofit children's mental health and welfare agency in Los Angeles, provides services to thousands of families annually. Human Resource professionals from nonprofit and for-profit environments with an employee census greater than 400 are encouraged to apply. Knowledge of California labor laws is strongly preferred. more info...

Manager, Human Resources

AmericanTours International, LLC - Los Angeles, CA

Since 1977, American Tours International, LLC (ATI) has brought over a half million visitors from around the globe each year to experience the United States of America through our guided motor coach and drive-tour travel products. The Senior Manager, Human Resources, is a hands-on roll-up-sleeves role that guides all HR aspects of our service-oriented company including recruitment, benefits administration, hiring/separation, legal review, workers compensation and Team Member activities. more info...

Human Resources

Human Touch - Long Beach, CA

We are looking for a dynamite Human Resource professional to join talented management team. If you can plan, organize, and direct the HR functions including payroll, hiring, termination, recruiting, legal review, workers compensation and benefits with enthusiasm WE NEED YOU! Can you conduct, coach, and influence groups, implement and champion HR solutions, and deliver proactive timely and high quality support to employees, managers and directors? WE NEED YOU! more info...

Human Resources Analyst Specialist

California State University, Northridge - Northridge, CA

Under general supervision, functions as the primary Human Resources contact for the Tseng College (College), both within the University and with external contacts; ensures that all the College HR needs are met on time and is in compliance with CSU system policies, state/federal regulations, employment laws, collective bargaining agreements, complex technical directives, and campus personnel policies in keeping with best practices in the field and with the University & CSU policies & guidelines. more info...

VP of Human Resources

Finelite - Union City, CA

As a member of the executive team, this role will provide overall strategic human resource leadership to the organization. Reporting to the CEO, this position will lead the development and execution of the Human Resource strategic plan and shorter term plans and initiatives to support the business strategies and promote a unified company culture. Responsible for planning, designing and executing HR services and programs that are aligned with functional business strategies. more info...

Human Capital Business Partner

Trinet - Los Angeles, CA

As the Human Capital Business Partner you will have an opportunity to work with some of the fastest growing LA Area companies assisting them with their human resource needs. You will have the ability to influence, advise and work with client executives across multiple industries. You will love having an opportunity to showcase your leadership, teamwork, impeccable oral/ written communication and prioritization skills. more info...

Senior Associate, Talent Management

Hyundai - Costa Mesa, CA

Assist in providing the company with best in class talent management programs & processes. Support the creation/roll out/maintenance of talent management programs, e.g., succession planning, career development, individual development plans, & HIPO development programs. 4-5 years experience in human resources/training related field & prior talent management experience required. Local candidates only, no relocation offered.

<http://www.hyundaiusa.com/about-hyundai/CareersHMA/CareersHMA.aspx> more info...

Benefits & Employee Records Associate

Community Partners - Los Angeles, CA

Community Partners seeks a coordinator level employee who will be responsible for the benefits and employee records functions for over 200 employees of Community Partners (which includes over 130 unique non-profit organizations). Employee records includes personnel files and human resources information systems. more info...

Human Resources Manager

Graniterock - Watsonville, CA

Exciting Opportunity for HR Generalist seeking new challenges and career growth! In conjunction the with Director of Human Resource Services, the Assistant HR Director will lead human resource programs and services, including recruiting and talent management, compensation and benefits, training and development, team member and labor relations, HR legal compliance, and workplace diversity. Provide a leadership role in promoting the company culture and vision, more info...

View more jobs at the PIHRA Career Center



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

CB & ASSOCIATES INC.

CB and Associates frequently has local opportunities:

www.cbrecruiters.com

HR Manager

Whitley International Co. Ltd - Rosemead, CA

This is a Senior Level position. Location: Rosemead, CA 91770

We are looking for a human resource generalist with strong recruiting experience and performance management ability to facilitate hiring efforts for our company. The successful candidate must have a passion for on going development of employees. If you are looking to join a fast paced start up environment with entrepreneurial spirit, please apply!

Essential Duties & Responsibilities:

- Conducts new-hire on boarding and assists in the recruitment process, including posting job openings, application/resume screening, background check, processing new hire files and paperwork, and related data entry;
- Administers health and benefits plans which include benefits orientation, employee enrollment and changes, related presentations or programs, liaison between employees and carriers, and provide input into the decision-making process when requested;
- Maintains compliance with federal and state regulations concerning employment;
- Administers various human resources plans and procedures for all company personnel, assists in development and implementation of personnel policies and procedures, prepares and maintains employee handbook and policies

and procedures manual;

- Administers payroll and benefits program, monitors performance evaluation program and revises as necessary;
- Assists in evaluation of reports, decisions, and results of department in relation to established goals, recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed;
- Facilitate off-boarding, unemployment and employee leaves of absence;
- Performs other related duties as required and assigned;

Requirements:

- BA/BS with a 3.0 or higher GPA preferably in Business Administration or Human Resources course of study, with a minimum 3 years' related experience;
- Knowledge in all full lifecycle recruiting components including but not limited to, sourcing, qualifying, networking, assessing, job analysis and relationship management;
- Proficiency in Microsoft Office software and applications (Word, Excel, Outlook, Access);
- Excellent oral and written communication skills;
- Exceptionally well organized and meticulous attention to detail;
- A professional and friendly demeanor and a team player;
- Ability to multi-task, be detail-oriented, and be flexible in a fast-paced environment;
- Flexibility to work a schedule that meets deadlines, and be willing to work some overtime as needed;

Make the Connection: Interested candidates must submit a resume to the above email address for this job to be considered. Your personalized cover letter will be heavily weighed.

Compensation: Salary commensurate with experience and qualifications; Medical and Dental Health Plan; Paid Vacation, Holidays, Sick Days; Bonuses based on performance and company profitability.

We are an Equal opportunity Employer.

<http://www.indeed.com/job/human-resource-manager-9c4ec9a358ab5941>

We are searching for a **Recruiter & Manager** talent for our West Los Angeles office.

Please send resume to john.ma@aryzta.com

I wanted to share the following opportunity with the group. The company is growing and now needs a rounded **HR Manager** that can really lead the hands-on training in how to manage/people skills for the management team. That is going to be key: making a difference and getting the team up to speed on people skills. If this is a good fit for you, please contact the recruiter below and let him know I referred you. Ingrid Hepler, SPHR

The Company: Growing manufacturer of consumer recreational products located in a west coast metropolitan area.

The Opportunity: A Human Resources Manager, reporting directly to the Chief Administrative Officer, is needed. This person has 3 direct reports for benefits/payroll, safety and administrative assistance. Initially, the top three priorities will be to:

- Create formal job descriptions.
- Create in-house training program for manufacturing supervisors to improve people management skills, productivity and safety.
- Organize and formalize and ongoing employee morale and motivation program.

Overall responsibilities include human resources programs and policies for staffing, compensation, benefits, employee relations, training, and health and safety.

Position Requirements:

-
- Minimum of 5 years HR experience.
 - Ability to lead, direct and effectively use a hands on, “sell, not tell” approach to motivate others.
 - Bilingual, must be fluent in English and Spanish.
 - Fluent in Microsoft Office applications.
 - Bachelor’s degree, MBA a plus.

Location: West coast metropolitan area

Benefits Package: Health insurance and 401K plan

Travel requirements: As needed, 5-10% expected

CONTACT:

David Ferdon, President, Sanford Rose Associates - Twin Cities South

507-206-6401 or david.ferdon@sanfordrose.com

www.sanfordrose.com/twincitiessouth www.linkedin.com/in/davidferdon/

Employee Benefits Account Manager

Venbrook - Greater Los Angeles Area

Job description

PRIMARY OBJECTIVE: To assist in the management of assigned accounts in a manner that promotes an excellent level of service and profitability. The Account Manager is responsible for the day-to-day management of accounts for small to mid-sized clients that are routine to moderately complex in nature.

Duties & Responsibilities:

- Manage an assigned book of business and build, expand, and solidify relationships with existing clients
- Manage day to day processing of endorsements, coverage/policy changes, billings, certificates, audits and general correspondence; utilize all available resources to ensure timely completion of work
- Support Account Executives and Broker/Producer; be the point of contact when the Account Executives and Broker/Producer are not available
- Develop and maintain professional relationships with clients, support staff, insurance markets and other Venbrook staff
- Keep client files in order in accordance with Venbrook policies and documentation procedures; and document all account activities in a manner which is clear and understandable by others
- Prepare underwriting submissions, assist Account Executives in the selection of markets, and send completed submissions to markets in a professional and timely manner
- Follow up with markets and monitor the quote/underwriting process to ensure that we are meeting the necessary time frames established
- Prepare coverage letters, check policies for accuracy, issue binders, process invoices and set up files
- Other duties as assigned
- Desired Skills and Experience

Competencies:

- Self-motivated, results driven with excellent attention to detail
 - Communicates clearly and persuasively in any situation
 - Listens attentively, gets clarification when necessary, and responds well to questions
 - Writes clearly and informatively using correct spelling and grammar; presents numerical data clearly and effectively
 - Demonstrates an understanding of routine coverages and policy terms and is able to clearly articulate this information as needed
-

-
- Strong respect for, and ability to work in, a team-based environment
 - Commitment to ethical behavior in all business interactions
 - Ability to identify and resolve problems in a timely manner utilizing traditional and creative approaches
 - Fully committed to the needs of all clients and carriers
 - Ability to work under tight deadlines and with a sense of urgency
 - Proficient in common Microsoft Office applications – especially Excel Spreadsheets, including formulas
 - AMS 360 experience preferred
 - Bilingual in Spanish preferred

Education & Experience

- California Brokers Life/Health License Required
- 3 - 5 years of related work experience

About this company

Venbrook Group is a privately held holding company that owns and operates various insurance related operating companies in the United States and Bermuda. Through its subsidiaries, the company operations focus on specialty insurance business, providing risk management and consulting, claims administration and handling, loss control and safety, captive management and reinsurance placement.

http://www.linkedin.com/jobs2/view/9847829?trk=eml-anet_dig-b_premjb-ttl-cn

Regional Director National Sales, West (Moving Industry)

I am currently looking for a Regional Director National Sales for a client of mine who is a nationally recognized leader in Executive and Corporate relocation. They have an immediate opportunity for an aggressive and professional sales person with good prospecting skills (telemarketing / social media / industry association activity) and a consultative sales approach. The client has a “high-end” reputation and needs a representative who is assertive and extremely professional.

Position: Regional Director National Sales (Moving/Corporate Relocation/Household Goods Industry)

Location: Must reside anywhere from AZ to Seattle (prefer Bay Area)

Territory: West Coast

Reports to: VP Sales

Compensation: 120K - 125K+ Base (DOE), OTE 150K+

Please note: Need strategic thinker with current Industry Experience; someone who can make an immediate impact out of the gate. Household goods experience is highly preferred, but not an absolute!

Their service model (100% pack & haul) is the most consistent and reliable in the industry. Protected territories.

Responsibilities:

- Set annual goals and establish action plans to achieve those goals
 - Develop plan for each national account
 - Develop an itinerary in advance and follow up on results
 - Set-up and maintain accurate record of all sales activities
 - Call on corporations for the purpose of soliciting business
 - Prepare moving cost estimates for corporations
 - Attend sales meetings, training classes and seminars
 - Keep abreast of all regulations, tariff changes or selling techniques helpful in selling
 - Maintain relationship with new accounts and cultivate a greater share of business
 - Develop an overall plan for the assigned territory
 - Prepare corporate moving proposals
-

- Other tasks as assigned or requested by manager

Experience and Qualifications:

- 7 - 10 Years sales experience (preferably within the moving and storage industry)
- Training/education: College degree, preferred
- Computer Skills: MS Word, Excel,
- Proven ability to sell service and ideas as well as practical and creative abilities
- Ability to work with all levels of management
- Ability to work with minimal supervision completing sales projects and goals within time-frames projected
- Excellent Organizational and Communication Skills

My client offers competitive salary along with a comprehensive benefits package including medical, dental, 401(k) and more.

Qualified candidates please send resume in Word format to:
Todd Markowitz Executive Sales Recruiter at The McCandlish Group
todd@mccandlishgroup.com.

I am currently searching for a **Recruiter & Manager, Talent** for our west Los Angeles office.

Please send your resume to John Ma, VP, Total Rewards at ARYZTA LLC
john.ma@aryzta.com

Growing manufacturer of consumer recreational products located in a west coast metropolitan area is seeking a **Human Resources Manager**, reporting directly to the Chief Administrative Officer, is needed. This person has 3 direct reports for benefits/payroll, safety and administrative assistance. Initially, the top three priorities will be to:

- Create formal job descriptions.
- Create in-house training program for manufacturing supervisors to improve people management skills, productivity and safety.
- Organize and formalize and ongoing employee morale and motivation program.

Overall responsibilities include human resources programs and policies for staffing, compensation, benefits, employee relations, training, and health and safety.

Position Requirements:

- Minimum of 5 years HR experience.
- Ability to lead, direct and effectively use a hands on, "sell, not tell" approach to motivate others.
- Bilingual, must be fluent in English and Spanish.
- Fluent in Microsoft Office applications.
- Bachelor's degree, MBA a plus.

Location: West coast metropolitan area

Benefits Package: Health insurance and 401K plan

Travel requirements: As needed, 5-10% expected

CONTACT: David Ferdon, President, Sanford Rose Associates - Twin Cities South
507-206-6401 or david.ferdon@sanfordrose.com
www.sanfordrose.com/twincitiessouth

Payroll/HR Coordinator located in Van Nuys, CA.

SUMMARY: Under the general supervision of the Director of Human Resources, performs a variety of professional

accounting/human resources work with emphasis in technical tasks related to payroll law, preparation of payroll, payroll financial reporting & reports, and special financial analysis. This position will also support Human Resources and Accounting departments with administrative tasks and processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

- Payroll processing and reconciliation using Enterprise Resource Planning (ERP) accounting system, timecard software & payroll processing software; distribute checks; enter & post payroll journal.
- Coordinates the daily operation of the payroll system(s); review all additions, deletions and changes in payroll information for accuracy.
- Follow guidelines set forth to ensure proper payroll submission by all employees.
- Assist and follow up with department managers to ensure proper information entered for payroll reporting purposes.
- Process weekly prevailing wage checks, and certified payroll for Public Works Projects.
- Assist with wireless account management; order cell phones/wireless cards, activations, online account management, review billing to ensure billed properly.
- Assist with employee benefits administration and invoice reconciliation.
- Assist HR with onboarding. Maintain and update documents, as needed.
- Assist with responding to employment verifications.
- Maintain DMV records and log.
- Post FSA transaction journal entries.
- Maintain inventory log of company uniforms. Request replenishment or special requests, as needed.
- Operator back up.
- Together with other administrative support staff, assist in planning meetings & company events. i.e. ordering of meals and entertainment for meetings, whether on-site or off-site.
- Assist with booking flights, hotel rooms, & car rentals.
- Order & maintain Human Resources gift cards.
- Assist with OSHA safety requirements.
- Filing.
- Other tasks as assigned.

QUALIFICATIONS - This is an experienced level position within the Admin/Human Resources Department. Incumbent is expected to perform at above satisfactory level. Able to work independently all while keeping others informed of your processes and progress. Excellent phone etiquette. Payroll/HR Coordinator will work as liaison between departments; therefore, candidates should be patient and calm to handle requests. To perform this job successfully, the individual must quickly learn Sentry's ERP software and must be technically savvy. The candidate must have strong computer/computer software and administrative skills and be well organized; has advanced knowledge & experience using Microsoft Office – Excel, Word, PPT, Outlook.

Payroll/HR Coordinator must demonstrate confidentiality with Payroll/HR related matters. Payroll/HR Coordinator must work both effectively and efficiently, with members of other departments to accomplish daily tasks. This position requires a person to have good communication skills and to be customer (internal & external) oriented.

EDUCATION and/or EXPERIENCE – High school diploma or general education degree (GED) and four (4) years of similar experience; or an acceptable equivalent combination of education and experience required, preferably in Service/Construction industry. Must have and demonstrate experience with payroll law, payroll taxes, and payroll accounting. Experience with Certified Payroll/Public Works requirements, is preferred.

Please email resume and cover letter with salary requirements/history to:

Benefits Technical Communications Analyst (HRC3)

Introduction:

Southern California Edison is one of the nation’s largest investor-owned electric utilities. We are an industry leader that is designing new and innovative ways to meet our customer’s needs. We are looking for highly motivated individuals who enjoy the challenge of working on key industry changing projects. We need your good ideas and your contributions to remain a leader in this industry.

Position Overview:

The Benefits Technical Communication Analyst will be joining a newly designed benefits organization within Southern California Edison. The position reports to the Senior Manager, Benefits Administration and will coordinate, help produce and review all types of participant communications for the benefit plans (pension, 401(k) and health and welfare) including print and web content. These communications are technical in nature and are held to a high standard of accuracy by federal law. This position will work very closely with internal team members and external contacts. A portion of the work involves updating official plan documentation so experience with and an understanding of qualified benefit plans is an important requirement for this position.

Essential job functions include:

- Key point of contact for the coordination of benefits communications projects with internal and external contacts. Works with benefits team to design and implement benefits communication strategies for internal and external audiences, such as New Employee Orientation, benefit webinars and educational efforts, strategic business partner meetings and external participant group presentations. Coordinates updating of new hire and Annual Enrollment materials, tools, systems and formal benefit policies for plan and cost changes. Catalogs benefits communications, especially those put forth by the third party benefits administration vendor, and assesses for effectiveness.
- Responsible for coordinating the updating and streamlining of the various benefits SPDs. Works with Sr. Manager, Benefits to determine distribution strategy for employee, retirees and beneficiaries to meet legal requirements.
- Collaborate with Benefits Administration vendor to review and enhance the participant website, IVR and Total Compensation Statement. Keeps track of project plans and deliverables. Reports to Sr. Manager, Benefits on late or missed deliverables and determines mitigation strategy or communication workarounds.
- Partner with internal and external resources to benefits team to assess benefit educational needs; recommends approaches to meeting those needs.
- Project Manager for Annual Enrollment activities, including pre and post AE testing. Works with team members to ensure plan requirements are updated as necessary.
- Performs other duties and responsibilities as assigned.

Required qualifications:

- Must possess a minimum of 3 years’ of experience with the design, development and implementation of Human Resources/Benefits communications.
- Typically possess 6 years of experience in human resources.
- Bachelor’s Degree in Human Resources, Management, Business Administration, or a related technical discipline or an equivalent combination of education, training and experience.
- Knowledge and experience of plans, policies and legal requirements for health and welfare, pension and

401(k) benefits, such as ERISA, COBRA, ACA and HIPAA.

- Demonstrated strong ability to achieve short- and long-term objectives through self and others by prioritizing activities, delegating and monitoring the progress of projects, and ensuring accountability for timely results within budget parameters.
- Must interface effectively with clients, direct reports, vendors, corporate officers and other managers to provide solutions to issues and help integrate business processes across departments and business units.
- Excellent oral and written communication skills, and be able to understand and appropriately respond to customer's needs and/or appeals timely, establish trust and credibility with client organizations and facilitate the presentation of recommendations.

Preferred qualifications:

- Master's Degree.
- CEBS or Equivalent Benefits Designation.
- PHR/SPHR

Comments:

Candidates for this position must be legally authorized to work directly as employees for any employer in the United States without visa sponsorship.

Southern California Edison, an Edison International (NYSE:EIX) company, serves a population of nearly 14 million via 4.9 million customer accounts in a 50,000-square-mile service area within Central, Coastal and Southern California. Join the utility leader that is safely delivering reliable, affordable electricity to our customers for over 125 years.

Edison International is an Equal Opportunity Employer (EOE).

Those interested and qualified may forward their resume to Monica.lewis@sce.com.

Human Resources Consultant

Parker and Lynch - Pasadena

Job description

Are you looking for a unique and dynamic opportunity? Our client is a well-established service provider. They represent over 1000 companies within Southern California, ranging from small businesses to Fortune 1000 corporations. They are looking for a Human Resources Consultant to help their clientele identify areas of HR risk and exposure, identify HR compliance issues, and propose solutions.

Qualifications:

- 10+ years practical HR experience
- Hands on experience working with various HRIS
- Bachelor's degree
- PHR certification

If you are qualified and interested, please contact peter.amechi@parkerlynch.com.

Human Resources Manager, Aerospace (Burbank, CA)

Our client is a non-union manufacturing company in the Aerospace industry. They are a subsidiary of a Worldwide International Corporation.

Job Description

In this multi-faceted, hands-on management role, you will develop policy and direct and coordinate human resources activities, such as employment, compensation, labor relations, benefits, training, and employee services. You will also support companywide initiatives pertaining to safety and export compliance.

- Acts as generalist covering all facets of HR including recruiting, retention, compensation, benefits, training, and talent management.
- Works closely with the management team and Corporate HR.
- Responsible for legal and regulatory compliance in a number of areas including Federal and state law, OSHA, Ethics, ITAR and EAR. Consults legal counsel to ensure compliance.
- Coach and counsel employees and leadership team to maximize employee engagement and foster a high-performance team.
- Coordinates training and development efforts and performance management to drive continuous improvement and maximize skill level of all associates.
- Operates in a position of trust and confidentiality, able to handle complex situations to resolution.
- Develops, communicates and maintains policies and procedures that ensure compliance while driving corporate culture.
- Maintains a human resources system that meets top management information needs.
- Analyzes wage and salary reports and data to determine competitive compensation plan.
- Prepares personnel forecast to project employment needs.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.

Qualifications

- Bachelor's degree in Business, Human Resources, or related field with PHR or SPHR certification a plus.
- Minimum 5 years HR Generalist experience
- Experience working in a non-union manufacturing plant, highly preferred.
- Strong partnering, facilitating, influencing, and negotiating skills
- Ability to manage multiple priorities
- Analytical and problem solving ability
- Strong communication, interpersonal, trust and relating skills
- Aptitude and desire to learn Federal export control regulations, including the Export Administration Regulations (EAR), the International Traffic in Arms Regulations (ITAR), Foreign Trade Regulations (FTR), and related directives, guidelines, and policy initiatives.
- Experience with ITAR compliance, including commodity jurisdiction requests, Technical Assistance Agreements and licensing a plus.
- Must be US citizen or hold permanent residency status.

For additional information please feel free to contact Rick Gilbert at 510-868-0452

Human Resources Business Partner - Level 4

Northrop Grumman Corporation - Greater Los Angeles Area

Job description The Aerospace Systems Human Resources functional homeroom is seeking an HR Business Partner (HRBP) to provide support to multiple Centers of Excellence within Engineering & Global Product Development. This position is responsible for providing strategic HR support to a population distributed throughout the United States and will be located in Palmdale, CA. The selected candidate must be able to work in partnership with client groups

and HRBP peers across multiple sites. Primary responsibilities include serving as the business partner and consultant to internal client groups to help build organizational capability to meet sector and organizational financial and strategic goals. Incumbent will develop and implement value-added HR programs and initiatives, support all aspects of HR for assigned client groups including performance management, employee relations, compensation, reward and recognition, succession planning, organizational and staff development, and change management.

Solid, broad-based HR generalist background in multiple human resources functions, with emphasis in change management, organization effectiveness, and leadership development; demonstrated ability to interface effectively at all levels of the organization and across multiple sites; interpersonal, influencing and consulting/negotiating skills, business savvy, strong problem solving, analytical and systems skills required. Must be a progressive thinker with demonstrated ability to manage multiple projects/tasks from inception to completion in a changing environment. Desired Skills and Experience Basic Qualifications: Basic Qualifications: BA/BS degree in Human Resources or related field plus a minimum of ten years' experience (eight years with a Master's) in human resources including experience as a generalist and /or business partner.

Preferred Qualifications: Master's degree in human resources or related field and PHR or SPHR Certification.

http://www.linkedin.com/jobs2/view/9641637?trk=rj_em

Sylmar based company searching for an **HR Generalist**. This is a great company, about 100 employees and you will have a full range of duties and responsibilities. No Job description yet; 3-5 years' experience and Bachelor's preferred.

(This is not a position for a manager or former manager but it is an outstanding mid-level position).

Please contact pat.jacobs@advancedpersonnelprofiles.com

Human Resources Manager

AvalonBay Communities - Greater Los Angeles Area

Job description

AvalonBay Communities Inc., an award winning national real estate investment trust (REIT) that develops, builds, and manages multi-family housing.

The Los Angeles, CA based HR Manager will serve as a business partner to the regional executive team and provide HR support to associates and managers in the Los Angeles area. Qualified candidates will have a proven track record in employee relations, California and Federal employment law, staffing and recruiting, talent management, organizational development, training facilitation, coaching, and performance management. This generalist position requires excellent interpersonal, analytical, and written communication skills as well as an ability to work independently and a high tolerance for ambiguity and shifting priorities. Some travel required.

Desired Skills and Experience

The position reports to the Sr. Director of Human Resources. Qualified candidates will have bachelor's degree, minimum 5+ year's solid experience in all HR disciplines. Multi-site experience and PHR certification preferred.

AvalonBay offers competitive compensation and terrific benefits package.

About this company

AvalonBay Communities, Inc. is in the business of developing, redeveloping, acquiring and managing high-quality apartment communities in the high barrier-to-entry markets of the United States. These markets are located in the Northeast, Mid-Atlantic, Pacific Northwest and Northern and Southern California regions of the country. Our team of highly trained associates is dedicated to enhancing the lives of our residents and maximizing return for our stockholders.

As of March 31, 2013, the Company owned or held a direct or indirect ownership interest in 272 apartment communities containing 81,279 apartment homes in twelve states and the District of Columbia, of which 27 communities were under construction and five communities were under reconstruction

<https://jobs-avalonbay.icims.com/jobs/11727/human-resources-manager/job?hub=5>

COBRA Administrator

CPEhr is one of the largest, and oldest, privately-held HR Outsourcing and PEO firms in the nation. We pride ourselves on the delivery of exceptional customer service. We are seeking a Benefits & COBRA Administrator with at least 2 years' experience.

Although this is an entry level position, the candidate must have hands on experience working with employee benefits, including COBRA administration.

- Act as liaison between plan participants and the insurance vendors.
- Provide administrative support to client contacts.
- Planning and communication of open enrollment.
- Process COBRA, new hire enrollments, and life event changes.
- Research and resolve billing discrepancies.
- Use of HRIS system to answer coverage and billing questions.

The successful candidate will have a strong desire to expand his/her knowledge of employee benefits administration. He/she will possess excellent customer service and be able to travel as needed, often with little notice. Proficiency in the Microsoft Suite, prior use of an HRIS program, and the Internet are a must. Bilingual Spanish or Tagalog is a plus.

Send resume directly to: Dana Osayande, Director, Benefits

Fax: 310-601-3275 or E-mail: aosayande@cpehr.com

Training Specialist (Human Resources)

Technicolor - Greater Los Angeles Area

Job description

- Direct the development of a comprehensive training strategy, methodology, programs and curriculum for management opportunity, employee development and technical training
 - Develop a means of measuring the effectiveness of training programs through testing, evaluations, etc.
 - Collaborate with Department Managers to design appropriate training curriculum and needs assessments for professional and technical positions within the organization
 - Create leadership training curriculum
 - Work as an HR team member in defining individual employee development plans for supervisors and managers by evaluating capabilities and implementing effective solutions
 - Develop, write and coordinate training materials
 - Track training
 - Maintain a database detailing employee training dates, types of training, qualification and recertification dates
 - Research, apply for and manage training grants and reimbursement process
 - Administer tuition reimbursement process with Human Resources
 - Create Employee Orientation and Team Building initiatives to meet current and future organizational
-

development needs

- Manage training schedules and sessions ensuring facility setup, logistics and employee notification

Desired Skills and Experience

- A Bachelor's Degree and a minimum of 7 years of training experience
- Knowledge of grants: how to research, apply and be reimbursed
- Ability to develop training
- Ability to research and "tweak" vendor training programs to meet the needs of the organization
- Flexibility – scheduling and delivering training may need to occur on off shifts
- Excellent planning, organizing and project management skills
- Ability to take ownership of, and focus on critical initiatives
- Experience training at all levels within the organization
- Demonstrated excellence in communication, influencing, teamwork, project management, negotiation, management, executive presentation/communication skills and teaching skills
- Experience in conducting training classes
- Experience in development of training curriculum for professional and technical positions

About this company

Technicolor is home to industry-leading creative and technology professionals committed to the creation, management and delivery of entertainment content to consumers around the world. Propelled by a culture of innovation and underpinned by a dedicated research organization, the company's thriving licensing business possesses an extensive intellectual property portfolio focused on imaging and sound technologies. Serving motion picture, television, and other media clients, the company is a leading provider of high-end visual effects, animation, and post-production services. In support of network service providers and broadcasters globally, Technicolor ranks among the world leading suppliers of digital content delivery services and home access devices, including set-top-boxes and gateways. The company also remains a large physical media service provider, being one of the world's largest film processors and independent manufacturers and distributors of DVDs and Blu-ray discs™.

<https://job-opportunities-technicolor.icims.com/jobs/2223/training-specialist/job?mode=view>

Compensation Analyst

SpaceX is a US based advanced technology company founded by residing CEO and CTO, Elon Musk. SpaceX builds rockets and spacecraft from the ground up including cutting edge electronics, software, vehicle structures, and engine systems. The Falcon Launch Vehicle and Dragon Spacecraft programs are some of the most ambitious engineering systems in the world, designed to support our ultimate goals of aviation-like spaceflight capability and making humanity a multi-planet species.

"SpaceX is like Special Forces... we do the missions that others think are impossible. We have goals that are absurdly ambitious, but we're going to make them happen. We have the potential here at SpaceX to have an incredible effect on the future of humanity and life itself."

– Elon Musk

If you're undaunted by the impossible, actively seek out insanely challenging projects under tight schedules, and want to work with a remarkable organization pushing the envelope of human exploration, then you will want to be part of the SpaceX legacy.

We are actively seeking the brightest minds from all industries and technologies to continue building our world class team. Please visit spacex.com for additional information.

Compensation Analyst

Responsibilities:

- Act as consultant to the HR team and business leadership to support their decision making for hiring, promotions, specific organizational initiatives, and annual compensation programs
- Conduct research, quantitative analysis, data modeling, data mining, and the presentation of data to see beyond the numbers and understand trends to drive strategic decisions around people
- Develop compensation programs such as job levels, salary structures, and recognition programs
- Develop and implement communication and training for compensation programs for Recruiting, HRBPs, and managers to promote understanding and transparency

Basic Qualifications:

- BA or BS degree in economics, business administration or another field that uses quantitative analysis
- 5+ years of increasing responsibilities within the area of compensation
- Advanced proficiency in Excel, Database, and Programming
- Preferred Skills and Experience:
- Advanced degree such as a Master's or MBA
- Experience working at a publicly traded company
- Strong consultative skills and highly effective in communicating clearly and persuasively with excellent influencing skills
- Demonstrated ability to solve complex problems using best practices, knowledge of internal and external business issues to provide a new perspective on existing solutions or create new solutions
- Highly organized with ability to manage multiple high-priorities in a fast-paced environment
- ITAR Requirements:
- To conform to U.S. Government space technology export regulations, applicant must be a U.S. citizen, lawful permanent resident of the U.S., protected individual as defined by 8 U.S.C. 1324b(a)(3), or eligible to obtain the required authorizations from the U.S. Department of State.

SpaceX is an Equal Opportunity Employer; employment with SpaceX is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, color, religion, gender, national origin/ethnicity, veteran status, disability status, age, sexual orientation, marital status, mental or physical disability or any other legally protected status.

Link to apply:

<http://hire.jobvite.com/CompanyJobs/Careers.aspx?nl=1&k=Job&j=ooo5Xfwy&s=AK> [Linkedin](#)

We currently have a great opportunity for an experienced **Director of Staffing/Talent Acquisition** for our Torrance corporate HR department. Here is a snapshot of the requirements. The full job description may be viewed at <http://www.herbalife.com/career-opportunities>. All interested candidates are encouraged to officially apply through our website, however feel free to contact me directly with any questions. Referrals will be greatly appreciated. Thank you.

Director, Staffing (Talent Acquisition) 130925

- Will develop and lead strategic recruitment and employment programs across the company, in addition to supervising a staff of professional recruiters and administrative personnel who facilitate filling all corporate and regional positions nationally (potentially internationally).
 - **Required:** minimum 10 years of recruitment experience in a fast-paced, high growth business environment, in addition to minimum of 3 years of experience managing a high-performance recruiting team. Must have experience developing and managing internal/external recruitment processes and strategies, ATS and other recruiting tools, creative recruitment advertising and sourcing techniques,
-

succession planning and best-in-class employment brand. Bachelor degree required (HR or business-related).

- **Preferred:** MBA or Master's degree, Taleo, bilingual in Spanish, international staffing experience

Herbalife is a global nutrition company that has helped people pursue a healthy, active life since 1980. Our nutrition, weight-management and personal care products are available exclusively through dedicated independent Distributors in more than 80 countries. Our Mission is to change people's lives by providing the best business opportunity in direct selling and the best nutrition and weight-management products in the world.

Betina Dawson | Senior Recruiter | Human Resources
Herbalife International | 950 W. 190th Street, Torrance, CA 90502
Phone 310 410 9600 x 22928 | Fax 310 216 5168 | betinad@herbalife.com

Vice President, Human Resources

Wet Seal, Inc. - Orange County, California Area

Job description

SUMMARY:

As a member of the leadership team the Vice President, Human Resources will play a crucial role in driving the business and people for the organization. She/he must demonstrate a combination of business acumen and Human Resources functional knowledge to guide the development of HR strategies that will attract, develop and retain a diverse talent pipeline that is necessary to Wet Seal's success.

The VP of HR will have responsibility for all aspects of Human Resources management including talent acquisition, talent management strategies, compensation and benefits, HR systems, organizational development, training and leadership development, diversity, and employee relations. The individual will have a specific focus on being a resource to each of the business unit heads.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Add value to the development of the business strategy and establish the strategic Human Resources agenda to ensure that the business needs of Wet Seal are anticipated and addressed.
- Participate as a member of the Executive Committee with a particular focus on the company's human capital and how that resource is best leveraged, led and managed.
- Guide the development and implementation of employee-related programs and processes that will both support the legal and business requirements of Wet Seal, drive a culture of success, and reinforce the attractiveness of Wet Seal as an employer.
- Lead the organization in implementing change, coaching executives and managers in use of the most effective communication and implementation of change.
- Develop a counselor relationship with the business unit leaders. Provide a clear understanding of the human resource impact of financial and operational decisions under consideration.
- Become the conscience of the organization and the advocate of the Company always doing the right thing.
- Be a champion for the Company's mission and values.
- Lead, manage, coach, and develop the HR team for continued and higher contributions to the Wet Seal business.
- Lead, and develop the organization's human resource function and performance to ensure compliance with the Company's legal commitments and performance
- Attract, develop and retain diverse talent within the organization. Understand and anticipate current and future talent needs of the organization. Evaluate and advise on the impact of long range planning of new

talent programs/strategies.

- Develop and champion progressive recruiting strategies, practices and processes for timely, effective recruiting.
- Develop staffing strategies and programs to identify diverse talent within and outside the organization. Identify appropriate and effective external sources for candidates for all levels within the company.
- Promote people development initiatives and tools including performance management and improvement plans, management development, training and development and supervisor/leader training.
- Develop competitive compensation and benefits programs to provide motivation, incentives and rewards for effective performance and provide programs which utilize an employee and company partnership for the short and long range health and welfare protection of the employees.
- Establish credibility throughout the organization with management and the employees in order to be an effective listener and problem solver of people issues.
- Increase employee satisfaction and promote employee morale through coordination of employee activities, programs and meetings.

LANGUAGE SKILLS:

- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to make effective and persuasive speeches and presentations to employee groups, management at all levels of the company and occasionally to the Board and outside organizations.

PHYSICAL DEMANDS: Ability to sit, stand and operate office equipment, such as copiers and machines.

WORK ENVIRONMENT: Rapidly growing, constantly changing, dynamic environment.

QUALIFICATION REQUIREMENTS:

- Demonstrated HR leadership in a business with multi-site, multi-state operations, and the appropriate industry experience, preferably in the retail field.
- Strong generalist background with knowledge of staffing, diversity, employment, compensation, benefits, organization development, employee relations, investigations, training, and HRIS.
- Knowledge of employment law, ERISA, Title VII, payroll, OSHA, FSLA, FMLA, and other laws and regulations.
- Be able to respond and support a flexible and fast entrepreneurial environment.
- Strong leadership skills, with demonstrated change management experience.
- Strong/demonstrated leadership, team building, positive interpersonal and relationship development skills.
- An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree.
- A minimum of 10-15 years of increasingly responsible HR management experience, preferably 5-7 years VP level.

https://www.linkedin.com/jobs2/view/9723205?trk=jobs_biz_prem_srch

Penny Lane

Mission: To foster hopes and dreams by empowering children, youth, and families to reach their highest potential.

Employee Relations Manager

Job Description

Responsibilities include conflict resolution, performance management, policy development, compensation, employee retention, compliance and organizational development. Based out of the North Hills headquarters with occasional commuting to other Southern California locations. Provides a human resources presence to employees on the day, evening and overnight shifts.

Requirements:

- Bachelor's degree required.
- Four plus years of professional employee relations experience.
- Proficient with Microsoft Word, Microsoft Excel and Microsoft PowerPoint.
- Experience administering a Human Resources Information System (troubleshooting, report generating).
- Must have excellent communication and analytical skills.
- Training facilitation and compensation management experience a plus.
- Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) preferred
- Valid California driver's license; current automobile insurance; have and maintain a clean driving record acceptable to the organization's insurance company; have immediate access to his or her vehicle during work hours

Resumes may be sent to nriccitelli@pennylane.org

THE BELOW LISTED OPPORTUNITIES WERE PUBLISHED IN THE OCTOBER EDITION

I'm looking for an [HR Generalist](#) with office management experience to work out of our Fullerton office. Ideally the candidate would have broad HR Generalist experience along with office management/basic accounting experience. If you know of anyone, please have them send their resume to me directly.

Jim Stout

ELECTEK | Vice President - Director of Personnel

O: (714) 870-0217 x310 | M: (714) 319-1000

E: jstout@electek.com

I have a temp to hire opportunity for the Pasadena area. Looking for a Temporary Benefits / Recruiting Specialist. Heavy on the benefit side dealing with all the leaves and tracking into the HRIS system. \$18 an hour temp and salary at hire could be up to \$50K depending on experience.

Call me for details. 818 954-8224 or forward a résumé to: Burbank@barringtonstaffing.net

Lynn Gleim

818 281-5841

lgleim@earthlink.net

[HR Director](#)

JOB PURPOSE:

The Human Resources Director is responsible for directing all of the people functions of the corporation in accordance with the policies and practices of the Corporation, the ethical and social consciences of business and society and the laws, regulations and administrative rulings of governmental organizations and other regulatory and

advisory authorities and organizations. The incumbent will also be responsible for the strategic human resource planning to provide the company with the best people talent available and to position the company as the Employer of Choice by being aware of policies, practices and trends within the software industry, newly public companies and all of industry in general.

ESSENTIAL FUNCTIONS

- Plan, develop, organize, implement, direct and evaluate the organization's human resource function and performance.
- Participate in the development of the corporation's plans and programs as a strategic partner but particularly from the perspective of the impact on people.
- Translate the strategic and tactical business plans into HR strategic and operational plans.
- Evaluate and advise on the impact of long range planning of new programs/strategies and regulatory action.
- Along with the Corporate Recruiter, develop staffing strategies and implementation plans and programs to identify talent within and outside the corporation for positions of responsibility.
- Develop progressive and proactive compensation and benefits programs.
- Develop programs to allow the corporation to embrace applicants and employees of all backgrounds and to permit the full development and performance of all employees.
- Develop human resource planning models to identify competency, knowledge and talent gaps and develop specific programs for the filling of the gaps. Areas of activity will include talent management through proper succession planning programs for key contributor and management positions, training and development programs for preparing employees for more significant responsibilities and general business development programs to enhance employee knowledge and understanding of the business of the company and the real estate/finance industry.
- Continually assess the competitiveness of all programs and practices against the relevant comparable companies, industries and markets.
- Establish credibility throughout the organization with management and the employees in order to be an effective listener and problem solver of people issues.
- Develop appropriate policies and programs for effective management of the people resources of the corporation. Included in this area but not limited only to the following would be programs for employee relations, affirmative action, sexual harassment, employee complaints, external education and career development.
- Enhance and/or develop, implement and enforce human resources policies and procedures.
- Coach, lead, motivate and provide technical advice and knowledge to others within the human resources department.
- Manage other areas such as employee communication, employee safety and health and community relations.
- Manage the financial measures of the Human Resources Department.
- Evaluation of the human resource division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) for individuals.
- Accomplishes all tasks as appropriately assigned or requested.

MINIMUM QUALIFICATIONS

- BA degree required. Master's degree (MA) in business or human resources desired; or ten to fifteen years' related experience and/or training; or equivalent combination of education and experience.
 - Experience within a multi-divisional company.
 - Energetic, forward-thinking and creative with high ethical standards and an appropriate professional image.
 - Experience with strategic planning and sound technical skills, analytical ability, good judgment and strong operational focus.
 - Well-organized and self-directed and a team player.
 - Must possess excellent communication skills and be a good educator who is trustworthy and willing to share information and serve as a mentor.
 - Experience in resolving conflicts between different parties to a dispute. A decisive individual who possesses a strategic focus as well as an operational, implementation and detail oriented perspective.
-

Please contact Alicia Kirson at Aliciak@peakcorp.com.

Do you know of anyone that is in transition or actively looking for a position as a Recruiter/Generalist in the orange county area? If so, please ask them to visit the website and apply online at www.rapidmfg.com.

Teresa Figueroa, Human Resources Manager
8080 E. Crystal Drive, Anaheim, CA 92807
Tel. 714-974-2432 Ext. 282 or Fax. 714-283-2951
teresaf@rapidmfg.com

I am seeking a Workers Comp Specialist paying up to \$55,000. Position is in Upland..

Any referrals would be great!

Richard Chow
Rhi OfficeTeam - Partnered with John Klosinski & Judy Rosenberger
Phone (909) 945-2282 | Cell: (626) 348-1444 | (Fax) 909-945-2299
3633 Inland Empire Blvd Suite 955 | Ontario | CA, 91764 USA |
| Richard.chow@officeteam.com | www.OfficeTeam.com |

HR Representative

Job Description The Human Resources Representative will assist in support of multiple client groups in an array of support duties and responsibilities. The individual will assist in delivery of manager "lunch and learns", reporting & analytics, HR administrative support.

Information available at <http://hrnewswatch.jobcoin.com/jobs/show/3247748-hr-representative>

HR Specialist

VF Corporation in Santa Fe Springs, CA

Description:

Administers and assists in the development and implementation of various human resources programs and policies and procedures in a multi-unit environment under the general supervision of the Human Resources Generalist.

Key Responsibilities:

Responsible for assisting/coordinating Payroll functions for client group (i.e. coordinate HR (Human Resources) related data necessary for weekly payroll...

Read full description and apply at <http://hrnewswatch.jobcoin.com/jobs/show/3247703-vans-dc-human-resources-specialist>

Benefits Technician (Staff Assistant III)

City of Pasadena - Pasadena, CA

The City of Pasadena's Human Resources Department is seeking two experienced Benefits Technicians to provide comprehensive administrative support to the Benefits Division. The ideal candidate is dependable, highly organized and possesses a strong customer service orientation to support our 2,000 employees. Experience in Human Resources, Health & Welfare Administration and/or Leaves of Absence Administration, especially in a large organization, is highly desirable. Come join our team! [more info...](#)

We are in the market for an HR Assistant/Recruiter located for our Huntington Beach location.

The Human Resources Assistant provides administrative support to the Human Resources Manager the areas of

recruitment, employee file creation and maintenance, attendance, benefits administration, employee development, and termination.

The Human Resources Assistant will also provide the highest level of staffing services to the company leaders and management teams. They will assist with full cycle of recruiting while assisting hiring managers and applicants through the selection process.

Assist HR Manager with planning and implementing all activities related to staffing strategy, sourcing, recruiting and job fairs.

In addition to recruitment duties will include:

- Assists department in carrying out various human resources programs and procedures for all company employees
- Assist HR Manager in obtaining statistics and information for HR Annual report
- On board new employees, ensuring collection and filing of all new employee paperwork
- Posts advertising of open positions, screen, set up interviews, and do references
- Makes photocopies, faxes documents and performs other clerical functions
- Performs other related duties as required and assigned by the HR Manager

Education and/or Experience

- 2+ years' experience in Human Resources related field, emphasis on Recruiting
- Bilingual Spanish/English

Ginger Aden, Human Resources Manager
Car Pros
(253) 681-6378 x1020 or (253) 219-4473 Cell

I have an opening for a Payroll Clerk (Non-Exempt). Pay Range is \$15-\$22 per hour. My contact information is below in case you know anyone who might be interested. Thanks!

JOB SUMMARY:

The Payroll Clerk will be responsible for data entry and auditing of weekly time and attendance data as well as new hire data. Ensuring all information is received timely and data entry is accurate and timely. Assisting with the preparation and processing of weekly payroll. Effectively delivery customer service focused communications with both internal and external sources.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the supervision of the Finance & Accounting Manager, the Payroll Clerk performs all payroll related tasks specifically, but not limited to these areas:

- Time & Attendance data entry from many different sources
- Data entry of new hire documents
- Manage large volumes of data in an organized fashion
- Manage workflow to ensure all timecards and payroll transactions are processed timely and accurately
- Research payroll matters and effectively communicate, both verbally and in writing, with employees and other departments
- Assist in payroll processing requiring knowledge of standard practices used in the preparation, distribution, and maintenance of payroll and payroll records
- Demonstrate and maintain a positive customer service focus to both internal and external customers.
- Maintains regular contact with other departments/vendors/customers to obtain and convey information
- Keeps management informed of area activities and of any significant problems.
- AdHoc reporting as requested
- Attends and participates in meetings as required.

- Assist in a wide variety of department assignments and/or special projects and other duties as assigned.
- Other duties as assigned.

QUALIFICATIONS:

- 3-5 Years Payroll processing experience
- Microsoft Dynamics ERP System
- Proficient in Microsoft Excel
- Account Receivable Experience is a plus
- UltiPro Experience is a plus

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of spreadsheet applications. Experience with Windows, Excel, and payroll systems strongly preferred.
- Problem solving—the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and is able to handle escalated issues coming to a positive resolution for the company and our clients
- Customer service—the individual manages difficult client/customer situations, responds promptly to customer needs, solicits customer feedback to improve service, responds to requests for service and assistance and meets commitments.
- Planning/organizing—the individual plans work activities and uses time efficiently demonstrating the ability to manage priorities and a high volume workload
- Quality control—the individual demonstrates accuracy and thoroughness, monitors own work to ensure quality and applies feedback to improve performance.
- Quantity—meets productivity standards and completes work in a timely manner.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

Beverly Anne Scott, MHROD, PHR, Human Resource Manager
Emerald Health Services
4640 Admiralty Way #201, Marina Del Rey, CA 90292
Office: (800) 917-5055 ext. 152 or Fax: (866) 917-5055 or Cell: (323) 868-2944
www.emeraldhs.com

Senior Organizational Development Consultant

Introduction

Highly-motivated; like challenge; collaborative; committed to delivering high quality work... Did we describe you? Read on...

Southern California Edison is one of the nation's largest investor-owned electric utilities. We are an industry leader that is designing new and innovative ways to meet our customer's needs. We are looking for highly motivated individuals who enjoy the challenge of working on key industry changing projects. We need your good ideas and your contributions to remain a leader in this industry.

Position Overview

The Sr. Organizational Development Consultant will provide consultation to executives, managers, and the HR Strategic Business Teams to optimize effectiveness of business initiatives, organizational design, individual and team performance, stakeholder engagement and business readiness plans. They will work to identify opportunities

to improve performance and ensure success on key objectives and goals.

Essential Job Functions:

1. Acts as a field-based strategic and lead consultant for OD strategies. Provides consultation in the areas of change management, business readiness and relationship management. Identifies and assesses the impacts to the Organizational Unit (OU) workforce and process efficiencies based on work and process improvements, large scale organizational change, team health issues, leadership alignment/conflict issues, stakeholder analysis, change readiness assessment and sustainment plans. Serves as lead facilitator on significant interventions using SCE's methodologies to address key business issues.
2. Leads the design and development of key organizational effectiveness projects, programs, policies and processes across specific OUs.
3. Conceptualizes, recommends, and executes OD strategies and measurement models to be leveraged within specific OUs.
4. Provides strategic analysis, advice, and education to executives and managers on OD initiatives.
5. Acts as a liaison between HR Business Partners, Learning, Leadership and Organizational Development, and client organizations to report on consultative findings in the development, recommendations, and implementation of integrated solutions for OUs.
6. Leads and directs internal and external OD project teams.
7. Performs other duties and responsibilities as assigned.

Job Requirements:

8. Must possess a minimum of 7 years of experience consulting with senior or middle managers on ways to improve organizational effectiveness.
9. Bachelor degree in Psychology, Organizational Development, Business Administration, or related field or an equivalent combination of formal education, training, and experience.
10. Demonstrated experience in managing moderately sized HR initiatives that have a moderate to major impact on the organization.
11. Demonstrated excellent diagnostic and interpersonal skills with the ability to assess problems and identify and implement appropriate interventions (including knowledge of organization development and change management tools, techniques and best practices).
12. Demonstrated experience building project plans for integrating organizational initiatives from multiple areas to achieve maximum effectiveness.
13. Demonstrated knowledge of process improvement principles and best practices, as well as knowledge of how to structure organizations for maximum effectiveness.
14. Demonstrated experience leading and participating on cross-functional teams, including teambuilding, facilitation, and promoting team effectiveness.
15. Demonstrated knowledge of survey design, implementation and results interpretation.
16. Demonstrated experience analyzing data and making recommendations to senior management.
17. Excellent oral and written communication.
18. Demonstrated experience developing and delivering effective presentations to audiences of all levels.
19. Must be proficient with Microsoft Office.
20. Demonstrated ability to follow Edison safety protocols and safe work practices.

Preferred qualifications:

- Master's Degree in Business, Industrial Organizational Psychology.
- Expert knowledge in Organizational Development best practices and technical application.
- Database development & maintenance (information management).

Comments:

- Candidates for this position must be legally authorized to work directly as employees for any employer in the United States without visa sponsorship.

Closing

Southern California Edison, an Edison International (NYSE:EIX) company, serves a population of nearly 14 million via 4.9 million customer accounts in a 50,000-square-mile service area within Central, Coastal and Southern California. Join the utility leader that is safely delivering reliable, affordable electricity to our customers for over 125 years.

Edison International is an Equal Opportunity Employer (EOE).

Interested and qualified professionals should send a resume to: Monica.Lewis@sce.com

Director of HR

Woodland Hills, CA

As a leading authority in the real estate industry, the Peak Corporate Network entities provide a full array of comprehensive real estate services nationwide. Since 1991, we have serviced our clientele of home owners, home buyers, agents and brokers, lenders, investors and financial professionals. We bring creative ideas and solutions to our clients along with a shared culture of information thus allowing us to pool resources and personalize our service for maximum value.

The Human Resources Director is responsible for directing all of the people functions of the corporation in accordance with the policies and practices of the Corporation, the ethical and social consciences of business and society and the laws, regulations and administrative rulings of governmental organizations and other regulatory and advisory authorities and organizations. The incumbent will also be responsible for the strategic human resource planning to provide the company with the best people talent available and to position the company as the Employer of Choice by being aware of policies, practices and trends within the software industry, newly public companies and all of industry in general.

ESSENTIAL FUNCTIONS

- Plan, develop, organize, implement, direct and evaluate the organization's human resource function and performance.
- Participate in the development of the corporation's plans and programs as a strategic partner but particularly from the perspective of the impact on people.
- Translate the strategic and tactical business plans into HR strategic and operational plans.
- Evaluate and advise on the impact of long range planning of new programs/strategies and regulatory action.
- Along with the Corporate Recruiter, develop staffing strategies and implementation plans and programs to identify talent within and outside the corporation for positions of responsibility.
- Develop progressive and proactive compensation and benefits programs.
- Develop programs to allow the corporation to embrace applicants and employees of all backgrounds and to permit the full development and performance of all employees.
- Develop human resource planning models to identify competency, knowledge and talent gaps and develop specific programs for the filling of the gaps. Areas of activity will include talent management through proper succession planning programs for key contributor and management positions, training and development programs for preparing employees for more significant responsibilities and general business development programs to enhance employee knowledge and understanding of the business of the company and the real estate/finance industry.
- Continually assess the competitiveness of all programs and practices against the relevant comparable companies, industries and markets.
- Establish credibility throughout the organization with management and the employees in order to be an effective

listener and problem solver of people issues.

- Develop appropriate policies and programs for effective management of the people resources of the corporation. Included in this area but not limited only to the following would be programs for employee relations, affirmative action, sexual harassment, employee complaints, external education and career development.
- Enhance and/or develop, implement and enforce human resources policies and procedures.
- Coach, lead, motivate and provide technical advice and knowledge to others within the human resources department.
- Manage other areas such as employee communication, employee safety and health and community relations.
- Manage the financial measures of the Human Resources Department.
- Evaluation of the human resource division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) for individuals.
- Accomplishes all tasks as appropriately assigned or requested.

MINIMUM QUALIFICATIONS

- BA degree required. Master's degree (MA) in business or human resources desired; or eight ten years related experience and/or training; or equivalent combination of education and experience.
- Experience within a multi-divisional company.
- Energetic, forward-thinking and creative with high ethical standards and an appropriate professional image.
- Experience with strategic planning and sound technical skills, analytical ability, good judgment and strong operational focus.
- Well-organized and self-directed and a team player.
- Must possess excellent communication skills and be a good educator who is trustworthy and willing to share information and serve as a mentor.
- Experience in resolving conflicts between different parties to a dispute. A decisive individual who possesses a strategic focus as well as an operational, implementation and detail oriented perspective.

http://www.bullhornreach.com/user/115461_alicia-kirson

Instructional Design Specialist (TRS3) (71003567)

Location: Rosemead, CA

Southern California Edison is one of the nation's largest investor-owned electric utilities. We are an industry leader that is designing new and innovative ways to meet our customer's needs. We are looking for highly motivated individuals who enjoy the challenge of working on key industry changing projects. We need your good ideas and your contributions to remain a leader in this industry

Position Overview

The Instructional Design Specialist will be in the Learning, Leadership and Organizational Development department of Human Resources (Employee Development, and Learning Technology) for Southern California Edison. The position will be responsible for analysis, design, development and implementation activities of technical and non-technical training programs. The position may also be responsible for serving as learning consultants and project leads, planning scope of activities and mentoring less experienced instructional designers in research, design, development, and delivery of training solutions.

Typical Responsibilities may include:

- Collaborates with the HR Business Partner organization, line organizations and other key program stakeholders to ensure the proper development goals are identified and met in the program design.
 - Ensures the design and learning objectives align with the competencies, skills, knowledge and attributes for the roles identified.
 - Designs and develops training curriculum (including transitional and web-based training courses).
 - Performs needs assessments and job analyses to determine scope of training,
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- Develops mechanisms/metrics to evaluate the effectiveness of current and future training programs.
- Applies adult learning theories and principles, industry best practices, and systematic processes to develop training materials.
- Consults with subject matter experts and clients to determine appropriate training solutions, manage client expectations, make recommendations, and communicate project status updates.
- Leads teams in large or complex development or implementation projects, providing functional direction to instructional designers, as well as coaching and mentoring.
- Manages multiple projects, including scope, milestones, schedules, deliverables, and resources.
- Transfers knowledge to end-users and trainers by delivering training courses and train-the-trainers sessions as needed.
- Demonstrates company values through decisions and actions. Creates and maintains a safety conscious work environment by leading and influencing others to follow Edison safety protocols and safe work practices.
- Performs other duties and responsibilities as assigned.

Qualifications

- Bachelor's Degree in Instructional Design, Human Resources, Management, Business Administration, or a related technical discipline or an equivalent combination of education, training and experience.
 - Must have a minimum of eight years' experience working with clients to design, develop, and implement training programs utilizing a systematic approach to training (eg. ADDIE methodology).
 - Must have experience applying instructional design principles and adult learning theories/models (e.g. ADDIE) to develop training materials.
 - Demonstrated experience leading or managing a team in the development and implementation of a training program.
 - Demonstrated experience performing needs assessments/job analysis and translating technical/non-technical job information into appropriate training content
 - Demonstrated experience managing multiple training design projects simultaneously, including scope, milestones, schedules, deliverable, and resources.
 - Demonstrated experience developing and facilitating training classes.
 - Demonstrated experience using eLearning software (e.g. Adobe Captivate, Flash, Articulate Studio and Storyline) to develop web-based training.
 - Demonstrated experience evaluating the effectiveness of training programs/courses (e.g. pre and post assessment).
 - Demonstrated ability to interface and collaborate with internal/external clients, peers, management, and vendors to develop training solutions.
 - Demonstrated experience using Microsoft Word, Excel, PowerPoint, Visio, and Project.
 - Must demonstrate effective resource and project planning, decision making, results delivery, team building, and the ability to stay current with relevant technology and innovation.
 - Must demonstrate strong ethics, influence and negotiation, leadership, interpersonal skills, communication, and the ability to effectively manage stress and engage in continuous learning.
 - Demonstrated experience delivering training to both technical and non-technical audiences.
 - Demonstrated ability to follow Edison safety protocols and safe work practices.
 - Must demonstrate effective resource and project planning, decision making, results delivery, team building, and the ability to stay current with relevant technology and innovation.
 - Must demonstrate strong ethics, influence and negotiation, leadership, interpersonal skills,
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communication, and the ability to effectively manage stress and engage in continuous learning.

Preferred qualifications

- Master's degree in education, instructional design, business, industrial-organizational psychology, or related field.
- Project Management Professional (PMP) certification
- Certified Professional in Learning and Performance (CPLP) certification

Comments

- Additional testing may be required as part of the selection process for this position.
- Candidates for this position must be legally authorized to work directly as employees for any employer in the United States without visa sponsorship.
- Southern California Edison, an Edison International (NYSE:EIX) company, serves a population of nearly 14 million via 4.9 million customer accounts in a 50,000-square-mile service area within Central, Coastal and Southern California. Join the utility leader that is safely delivering reliable, affordable electricity to our customers for over 125 years. Edison International is an Equal Opportunity Employer (EOE).

Please visit our website WWW.SCE.com for more info, or apply online directly for consideration using the job title and requisition number listed above.

Director of HR

Job Description:

Western Dental Services (WDS), Inc., California's largest dental services provider headquartered in Orange, CA consists of over 600 corporate staff /professionals and more than 3000 dentists/staff in 260 dental clinic locations is looking for a talented and motivated Human Resources Leader. The Director will lead the organization's Human Resources vision and strategy and be a critical component to our continued success as we expand our footprint in the market. We are in search of a Human Resources Leader who not only has practical knowledge of all the functional disciplines of Human Resources Management but the ability to implement best-practices and strategies to achieve the short and long-term goals of the organization.

Key Responsibilities:

- Leads a team of 10 to 12 human resources professionals and support staff
 - Provides employee relations services to corporate personnel
 - Supervises and conducts workplace investigations
 - Maintain extensive broad-based working knowledge of Human Resources practices and requirements
 - Assists with high-level problem solving to ensure compliance with governmental and legal regulations, as well as corporate policies and procedures
 - Partner with management to provide guidance, recommend solutions and implement employee relations strategies
 - Work with hiring managers to ensure successful on-boarding of new hires
 - Maintain the administration of benefits enrollment
 - Facilitate employee performance management process and succession planning programs and initiatives
 - Responsible for implementation of human resources programs at the regional level in accordance with corporate strategy
 - Facilitate change management initiatives
 - Analyze data, recommends policies, practices and process improvements
 - Contributes to the strategic human resources plan, and supports human resources management in
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- achievement of general operations and goals
- Responsible for overseeing the benefits administration and compensation programs
- Performs duties in conjunction with operational support, inclusive of Labor Relations, Worker's Compensation, and unemployment

Job Requirements:

- The successful candidate must possess a Bachelor's Degree, with a Master's Degree preferred
- Professional certification including but not limited to SPHR, PHR, and/or white professional designation preferred
- Minimum 10+ years of professional experience in Human Resources environment
- High degree of proven leadership skills
- High level of interpersonal skills
- Ability to follow company policies and procedures
- Must be self-motivated, confident, highly dependable, and have solid follow-up skills and high sense of urgency
- Ability to interact with other departments to gain access to necessary information and be able to multi-task
- Excellent organizational skills
- Experience with Microsoft Office programs
- Must have strong communication skills, and broad managerial capability. Ability to work in a matrix organization and lead cross functional teams
- Ability to foster and develop effective internal and external business relationships is essential

Please follow the following link to apply:

<https://www1.apply2jobs.com/westerndental/HVExt/index.cfm?fuseaction=mHvexternal.showPositionDetails&PID=170>

Bilingual Regional HR Manager

Saia Inc. - Fontana, CA

Job Description

Job Responsibilities

As a Regional Human Resources Manager, you will be based in Fontana, CA and are responsible for employee relations and human resources compliance for Saia locations in CA, AZ, OR, WA, ID and NV and will report to the Director, Human Resources.

Additional responsibilities:

- This position is responsible for employee relations, ensuring consistent policy and procedure application, including progressive discipline, problem resolution, and workforce diversity to maximize employee satisfaction.
 - Proactively monitors employee/labor relations issues, ensure effective communication with employees, enhance management-employee interaction and ensure consistent policy and procedure application, including progressive discipline, problem resolution, and workforce diversity to maximize employee satisfaction.
 - Identifies issues and make recommendations to improve effectiveness of human resources functions in order to positively impact, the corporate vision, goals and the overall business strategy.
 - Provides counsel and leadership in human resources decisions, procedures and programs, act as a liaison for feedback and communication between Corporate Human Resources and Regional Management team.
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- Facilitates and delivers corporate-initiated training programs.

Job Requirements

You know how to keep employees happy while insuring successful HR compliance. Inspiring and coaching others is what you do best; and that's why we want you on our team! Here's what else you'll need to qualify for this exciting HR opportunity:

- Bachelor's degree in Human Resources or Organizational Development
- SPHR or PHR certification.
- Minimum 5 years of progressive human resources management or generalist experience
- Experience successfully supporting HR functions in a high volume, large employer, multi-state/multi-site work environment a must
- Bilingual English/Spanish communication skills strongly preferred
- Working knowledge of federal, state, and local employment law (including California)
- Demonstrated leadership, interpersonal, organizational, facilitation and coaching skills, and abilities including innovative problem solving and confident decision-making .
- Effective written and verbal communication skills.
- Computer literacy with MS Office and especially MS Word/Excel strongly preferred.
- Position will involve approximately 50% travel.
- Transportation industry or knowledge of Department of Transportation regulations experience preferred but not required

Benefits

At Saia, your success is our success! That's why we work hard to provide you with what you need to build an awesome career. We are committed to rewarding superior employee performance so that when you work hard, your achievements won't go unnoticed.

We are proud to offer the following benefits:

- Health Insurance with Medical, Dental, Rx & Vision
- Free Life Insurance
- Company car
- Free Disability
- 401(k) with immediate vesting & company match
- Immediate eligibility for Holiday Pay
- Paid Vacation days and Personal/Sick Day
- Employee Stock Purchase plan
- Credit Union

Our Mission

At Saia Inc., success comes down to taking care of the people who matter most – our customers, our employees and our shareholders. The rest will take care of itself. "Provide best-in-class service – as defined by our customers – through quality processes in an environment that respects employees, advocates safety, recognizes excellence, and builds shareholder value."

For more information on Saia, visit the Saia website at <http://www.saiacorp.com>

HR Director

Live Nation - Greater Los Angeles Area

Job description

The HR Director – House of Blues Entertainment will report direct to the Division President and dotted line to the SVP, Human Resources, Live Nation Entertainment. The role will partner with HOBE leadership in developing, recommending and leading human capital strategies, processes and solutions in and across all HOBE venues. This role will lead an HR team in providing client-valued services, HR functional excellence, process improvement, and consistent policy and procedure application.

Responsibilities:

- Work with divisional leaders to understand business goals. Develops and recommends new approaches, policies and procedures that effect continual improvements in business objectives, productivity and development of HR within and across the HOBE organization.
- Develops a strategic HR framework that is aligned with the Company and Division's broader HR strategy, and is focused on the areas of talent acquisition, performance management, employee engagement and succession planning in support of HOBE's short and long-term business goals and strategies.
- Challenges the status quo and pushes for positive changes; involves others in processes and decisions to ensure their support.
- Leads, develops, mentors, and maintains a team of strong HR generalists.
- Develop and facilitate training and development initiatives to enhance the caliber of the current talent pool and infuse new competencies in support of HOBE's quality of leadership throughout.
- In collaboration with other HR colleagues, develops and implements strategies and processes to improve retention among top performers and high potential employees.
- Support, counsel, and coach clients in the areas of employee relations and other employment-related workplace issues.

Focused Areas of Responsibilities:

Employee Engagement and Culture Building - Work with the Executive Vice Presidents and members of the HR leadership team to continue improvement of existing programs and adding new programs -- from team building and communication, through training and staff development.

Employee Relations & Development

- Maintain a culture where employees are comfortable accessing HR to resolve any issues related to the workplace, including issues of staff conflict.
- Develop clearly established and communicated processes for conflict resolution that minimize organizational risks while addressing employee needs.
- Identify and resolve sensitive employee issues in a timely manner.
- Coach managers and maintain documentation as required.
- Identify employee engagement opportunities and implement creative strategies through communication, training and employee recognition efforts.
- Identify and implement professional development opportunities for employees that support organizational objectives and individual training.
- Research best practices in order to continually improve existing performance management tools and feedback processes.
- Coach Managers and help create accountability for effective use of performance management tools.
- Recruitment
- Negotiate employment terms with potential manager and above positions.
- Ensure that HOBE employees are properly on boarded and have received offer letters, orientation and office set-up on first day.
- Strategize with EVP to anticipate succession planning needs and implement workforce planning priorities.
- Compensation Management

- Function as liaison between the Company's Compensation department and HOBE executive team.
- Ensure that all positions within HOBE are properly evaluated per FLSA.
- Work with the EVP and Finance annually to review compensation across the organization to ensure equitable pay practices and identify problem areas.
- Conduct research and make recommendations for salary ranges for new positions and support hiring managers in determining individual salary adjustments as needed.
- Labor Relations
- Participate on labor negotiations team where appropriate.
- Work in coordination with Company's Labor Relations Specialist to implement and manage the Division's Labor Relations objectives.
- Interpret contract terms as required. Support implementation of labor contract as required.

Desired Skills and Experience

- Bachelor's degree plus 10 years of relevant experience required working in hospitality, nightlife or casino environment
- Demonstrated knowledge of multi-state labor law (federal and state), wage and hour compliance
- Ability to travel extensively with little to no notice and to work varying hours as needed
- PHR or SPHR Certification preferred.
- Strong leadership, interpersonal, and problem solving skills
- Takes initiative, ownership, and works independently
- Excellent written and oral communication skills with the ability to communicate effectively to the executive level.
- Demonstrates a high level of integrity.
- Comfort in a fast paced, results driven environment with people driven to succeed.

http://www.linkedin.com/jobs2/view/7173794?trk=rj_em

I am in search for a Temp to Perm HR Generalist with 3-5 years' experience in Torrance.

Please forward resume to human.resources@usscurology.com. Attention: Nikki Dashti

There is an opening at Golden State Water Company (a division of American States Water Company) in San Dimas for a Human Capital Management Generalist - Talent Management & Employee Relations.

Please use the following link to apply: <http://www.aswater.com/Careers/careers.html>

Los Angeles Unified School District
 Human Resources Specialist I and II
 Reference code HR Spec I & II - 9/13
 Minimum Salary \$19.80 Hourly
 Maximum Salary \$29.60 Hourly
 Application Open Date 09/26/2013

Information about LAUSD

Second largest in the nation, the Los Angeles Unified School District (LAUSD) enrolls more than 640,000 students in kindergarten through 12th grade, at over 900 schools, and 187 public charter schools. The boundaries spread over 720 square miles and include the mega-city of Los Angeles as well as all or parts of 31 smaller municipalities plus several unincorporated sections of Southern California.

Benefits

- Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans.
- Retirement: Membership in the California Public Employee Retirement System (CalPERS).
- Vacation: Two weeks of paid vacation to start. Three weeks after five years of year-round paid service. (Vacation days will be prorated based on an 11 month assignment.)
- Paid Holidays: 11 days.

NOTE: Positions in this job classification will be offered on an 11 month basis, although additional days may be assigned. Salary and paid time off will be adjusted accordingly.

Job Duties/Responsibilities

- Performs a full range of human resources activities of gradually increasing scope and complexity with increasing requirements of initiative and independence of action in the areas of classification and compensation, talent acquisition (recruitment), employment assessment and selection, staff development and training, and employee relations.
- Designs and conducts job analyses for the purposes of position classification, salary evaluation, employment test construction and validation, recommendation of minimum requirements, and/or determination of necessary staff development programs.
- Consults with District personnel, employee representatives, employers, community groups, and others, in order to obtain or impart information, answer inquiries, and explain procedures and regulations.
- Conducts a variety of studies and analyses in support of human resources functions.
- Composes a variety of materials including recruitment literature, job analyses documentation, class descriptions, reports, and staff development training materials.

Minimum Requirements

Required Education: Graduation from a recognized (accredited) college or university, preferably with a major in human resources, personnel, public or business administration, or one of the behavioral sciences.

Human Resources Specialist I Required Experience: Professional/Technical experience in employee recruitment, selection, position classification, labor or employee relations, staff development, or salary administration is highly desirable. Successful candidates will be those who show a commitment to the field of Human Resources and will have completed courses in human resources, public administration, or a directly related field (a degree in Human Resources Management is desirable) and/or will have previous professional human resources experience. Additionally, they will possess a sophisticated understanding of technology.

Human Resource Specialist II Required Experience: Six months of experience as a Human Resources Specialist I or one year of technical human resources experience in professional human resource functions. A master's degree in human resources, personnel, or public administration, or one of the behavioral sciences may be substituted for six months of the required technical experience. It is anticipated that successful candidates will possess a degree in human resources or a directly related field (a master's degree is highly desirable) and will have previous professional human resources experience in one or more of the following areas: talent acquisition (recruitment), employment assessment, classification and compensation, employee relations, and/or staff development and training. Additionally, they will possess a sophisticated understanding of technology.

Desirable Qualifications

Aside from the requirements noted above, the successful candidate will possess:

- Strong communication skills (oral and written).
- Skills in multitasking and producing results.
- A commitment to customer service.
- A dedication to personal development and to staying abreast of best business practices.
- Knowledge of federal, state, and local laws and regulations relating to Human Resources.

Employment Selection Process

The selection process is likely to include a computerized multiple-choice test, a writing project, and an interview. We anticipate receiving a number of well-qualified applicants for this position; therefore there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and

timely manner. To honor this request we will be adhering to a pre-planned employment assessment schedule. We expect the first test part, the written test, to take place the week of October 28, 2013. Please mark your calendars accordingly as once we schedule a testing appointment for you, we will not be able to reschedule your appointment. Candidates who took the written test for these positions in May 2013 and did not pass, may reapply and retest during this recruitment process. Candidates who took the written test and passed will not have to retest. Candidates who participated in the interview in June may reapply; however, their interview scores will be certified (reused) for this selection process. Please note that all correspondence relating to this recruitment and assessment process will be made through your email account so please be sure to check your email frequently.

For more information about the LAUSD employment assessment process, please visit the "My LAUSD Career" section of our website at: <http://www.lausdjobs.org/>

Director of Career Services

ITT Educational Services, Inc. - Torrance, CA

Overview

ITT Technical Institute is a leading provider of technology-oriented postsecondary degree programs designed to help students develop skills and knowledge they can use to pursue career opportunities in a variety of fields. At our more than 140 accredited ITT Technical Institutes located in approximately 39 states, we predominately provide career-focused degree programs of study in fields involving technology, criminal justice, business, and nursing to approximately 60,000 students. Today, we continue to execute our model, add new programs of study, and grow at a very rapid pace building new campus locations across the country.

At ITT Tech we are committed to helping men and women develop the skills and knowledge to pursue many opportunities in fields involving technology, criminal justice, and business.

The Director of Career Services is responsible for planning, developing and administering career and employment assistance programs for students, graduates and alumni. The Director of Career Services will build effective relationships with local and regional corporations, non-profit and government organizations and community partners to identify employment opportunities.

Responsibilities

- Develops and implements marketing plans to achieve graduate employment goals.
- Maintains presentation skills certification.
- Organizes and sets the Career Services Program annually.
- Oversees training and development of the Career Services staff.
- Builds and maintains relationships with local and regional corporations and organizations.
- Develops and maintains systems used to identify employment opportunities for students.
- Assists graduates in securing employment in their field of study.
- Provides career coaching and interview techniques through seminars and workshops.
- Oversees maintenance of Career Services database.
- Maintains department compliance with government and accreditation regulations.
- Manages quality surveys.
- Serves as a member of the school's Advisory Committee.

Requirements

- Bachelor's degree in a related area or equivalent experience.
 - Minimum of 3 years' experience in recruiting, career services and employment assistance, or in sales.
 - Strong oral and written skills required.
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- Excellent interpersonal, influencing, and presentation skills required.
- Proficiency in Microsoft Office and the Internet required.
- Proven track record of project completions, multi-tasking, and the ability to handle a high pressure environment with significant timeline pressures.
- Management experience required.
- History of developing constructive and cooperative working relationships with others and maintaining them over time.

At ITT Technical Institute, we are experiencing terrific growth and offer robust career development and advancement potential! We offer a competitive salary, 401(k), group medical, dental and vision coverage, flexible spending accounts, a tuition discount program of more than 50% for you and your immediate family members, and employee tuition reimbursement, just to name a few.

Visit us at <http://careers-itt-tech.icims.com> to learn more about us and apply online.

Seminar Instructor (Orange County, CA)
National Notary Association - Greater Los Angeles Area

Job description

This unique Orange County based position offers you excellent part-time income, flexible hours and the opportunity to meet new people in fresh venues on a regular basis. In this role you will become the face of the NNA for many Notaries, helping them launch and build successful careers. You will deliver a standardized program that prepares people to pass the California state Notary exam in various locations in your region.

This position is part-time (32 hours per week) with the possibility of becoming full-time in the future. Also, while the position is based in Orange County, CA, candidates should be able to reasonably commute to the NNA offices in Los Angeles County during training and/or as needed.

Qualifications:

- A Bachelor's degree in Communications, Education, Business or other related field; or an equivalent combination of education and experience.
- Adult education experience is desirable.
- Excellent presentation skills, including the ability to represent complex topics in simple terms by showing relevant examples, ideally gathered from professional experience.
- Strong self-motivation, professional maturity and a demonstrated ability to achieve goals independently; experience working remotely or telecommuting is a plus.
- Strong customer service skills.
- The ability to "think on your feet" to respond to questions that may not be covered in the materials.
- The resourcefulness to maintain poise and improvise in diverse situations.
- Solid oral and written communication skills.
- Strong attention to detail.
- Working knowledge of spreadsheets, databases, and word processing software is a plus.

http://www.linkedin.com/jobs2/view/7327785?trk=rj_em

Vice President of HR for National Stores Inc. - Greater Los Angeles Area

Job description

Fast growing mid-size discount retailer with 200+ stores headquartered in Los Angeles area is seeking an

experienced Human Resources executive to serve as Vice President of Human Resources. The Vice President of Human Resources is responsible for the major areas of talent acquisition, i.e. recruiting, job accountabilities, job descriptions, on boarding, training, coaching, retention, performance management, succession planning, employee relations, compensation, and benefits. Reports directly to the CFO as the ranking Human Resources executive in the company.

Job accountabilities:

- Resolves employee relations matters and proactively monitors potential issues that may arise. Scripts conversations with Executive staff prior to communicating to teams on employee issues.
- Follows up on all HR issues. Approves recommendations for terminations. Reviews employee appeals through complaint procedure.
- Determines and recommends employee relations practices necessary to establish an exciting place to work environment, modeling the company's Mission Statement.
- Drives a culture of development, performance and accountability and building leadership capability to meet the people needs of a growing organization.
- Develops and drive overall Human Resources strategy for the company including the crafting of company-wide performance management, succession planning and career planning strategies.
- Grows the best teams in the country by hiring, training and managing world-class talent. Establishes standard recruiting and placement practices and procedures.
- Analyzes and determines training needs of the company and develops plans, procedures and programs to meet specific training needs of organization/stores.
- Develops/maintains strong working relationships with the SVP of Stores and the SVP of Loss Prevention.
- Ensures compliance with Human Resources laws and regulations. Directs the preparation of information requested or required for compliance. Acts as primary contact with labor counsel and outside agencies.
- Establishes wage and salary structure, pay policies, implementation of employee review process and training of this process. Responsible for employee benefit programs and healthcare reform; monitors for effectiveness and cost containments.
- Directs the preparation and maintenance of reports necessary to carry out functions of the Human Resources department. Prepares periodic reports to Senior Management, as necessary or requested.
- Additional responsibilities as assigned.

Desired Skills and Experience

- 10+ years of progressive Human Resources management experience.
- Bachelor's degree or equivalent specialized training in compensation, preventive labor relations and experienced with employee legal action and working in a multi-state environment.
- Retail knowledge and experience with multi-stores required.
- Experience working with an entrepreneurial and growth-oriented company preferred.
- Superior written and verbal communication skills.
- Strong problem-solving skills; ability to think strategically in developing solutions to complex problems.
- Unquestionable business and personal integrity and ethical standards
- Excellent interpersonal abilities. Ability to get along with diverse personalities; tactful; mature; flexible.

http://www.linkedin.com/jobs2/view/7526585?trk=rj_em

Senior HR Generalist
Octagon - Los Angeles, CA

Job description

In this position, the Senior Human Resources Generalist is a key member of the Human Resources team that supports three Interpublic Agencies. Reporting to the VP of Human Resources, this person will be responsible for day to day human resources operations. This will include, but not limited to, employee relations, performance management, payroll and benefits related matters and talent management.

DUTIES AND RESPONSIBILITIES:

Employee Relations

- Works with VP HR to counsel employees concerning work-related matters
- Maintains employee handbook on policies and procedure and effectively communicate policies to employee population. Manage IPG and CMG corporate compliance initiatives (e.g., Code of Conduct, on-line compliance trainings, etc.)
- Manages and conducts New Hire Orientation for all West Coast Region employees
- Coordinates new employee set up with office services and IT
- Conducts exit interviews and provides feedback to management when necessary
- Partners with the VP, Human Resources by identifying general areas of development (competencies/skill sets) for employee population and creating solid employee development programs.
- Works with internal clients to develop and maintain the Company's Diversity & Inclusion program and assist with the annual Affirmative Action Plan regulations

Performance Management Process

- Councils and assists managers with Performance Management Process (PMP) as needed
- Tracks, monitors and distributes monthly performance reviews to managers for processing
- Collects all PMP paperwork and routes to appropriate parties for payroll purposes

Benefits Administration

- Administers and communicates the Company's benefits program in regard to plan options, policy features, enrollment and other requirements
- Partners and coordinates with HR generalist in CT regarding any type of leave and workers compensation claims

Administrative Duties: West Coast Region

- Manages payroll process for all regional employees (hires, terminations, promotions, increases, transfers, leaves of absence, etc.)
- Generates all compensation change related paperwork
- Maintains all employee files and personnel records
- Routes all action paperwork for signatures and sends to appropriate parties
- Reconciles paycheck issues with payroll
- Collaborates with recruiting staff, and assist when needed.
- Responds to employment verifications and unemployment inquiries

Other

- Assists with the planning and coordination for companywide and regional office events
- Assists with various projects as needed
- Networks within both the HR and Entertainment industry to stay abreast of new best practices and industry trends

HR Director Job Opportunity
F. Gaviña & Sons, Inc.

Position Summary:

A strong sense of family is at the heart of F. Gaviña & Sons, Inc., more commonly known as “Gaviña.” The Company, one of the largest and most successful coffee businesses in the western United States, has been a specialty coffee roaster since 1967. Currently, Gaviña is the largest privately held minority coffee roaster nationwide, producing more than 30 million pounds of roasted coffee a year.

Gaviña is currently seeking a dynamic, self-starter to lead its Human Resources Department. The HR Director will have an all-inclusive role serving as an HR Generalist and will provide leadership and administration of all human resources functions for more than 200 employees. While directing two direct reports, the successful candidate will develop and implement corporate human resources strategies and programs in Manufacturing, Material Management, Order Services, and Engineering. Primary Objectives include direct oversight of the development and implementation of employment, training, performance management, compensation and benefits, health and safety and all other pertinent human resources systems to meet both legal and operational requirements. The successful candidate will also oversee EEOC and diversity programs and direct all employee-relations concerns including grievances and mediation of workplace disputes.

Requirements:

- Fluency both in verbal and written Spanish required.
- Master’s Degree in Human Resources Preferred and five (5) to ten (10) years of proven experience in a senior-level Human Resources position. SPHR or PHR also preferred.
- Must be able to complete SQF, HACCP, GMP, and Food Safety & Security Training.
- Expert in MS Office and proficient in ORACLE.
- Superior interpersonal and communication skills and the ability to develop and maintain good working relationships with all employees.
- Ability to develop an employee-oriented culture that emphasizes quality, continuous improvement, and high performance.
- Excellent management, organizational, presentation, and negotiating skills are also required.
- Must be able to deal effectively with all levels of staff, management and on site clients.
- Must possess superior organizational skills and be able to prioritize and work simultaneously on several projects.
- Ability to operate within a team work environment.

F. Gaviña & Sons, Inc. is an equal employment opportunity employer and considers qualified applicants for employment without regard to race, gender, age, color, religion, national origin, marital status, disability, sexual orientation, or any other protected factor. Please submit your cover letter and resume to:

Francisco J. Aparicio, Esq.
General Counsel
F. Gavina & Sons, Inc.
f.aparicio@gavina.com

Car Pros Automotive has two openings in the Huntington Beach area; HR Generalist and HR Assistant. Please pass along my email to anyone interested!

Ginger Aden, Car Pros Automotive Group Human Resources Manager
ginger@carpros.com
(253) 681-6378 x1020 or (253) 219-4473 Cell

I am on the hunt for my replacement as Regional HR Manager for Golden State Foods.
I work out of the City of Industry and cover the City of Industry, Phoenix, and Hawaii.
This is an absolutely fantastic company and this is a great opportunity for a seasoned HR Professional with Union experience and preferably distribution experience.
I just built a great team and am somewhat saddened to leave but could not pass up the new opportunity.
Feel free to contact me offline for more information or feel free to share my contact info/e-mail with anyone who may have interest.

Herb Callahan, SPHR-CA, Regional Human Resources Manager
Direct: 909-348-6006 Fax: 909-598-5719

I have been retained by a successful Restaurant chain that has been in business for just about 30 years. They are in need of someone to join their team within the Human Resources Function.

Home Based in Sacramento, this individual will have the opportunity to:

- Join a stable organization
- Grow within the organization (this is a highly visible role the current Director at corporate started in this role)
- Have the flexibility that comes from working from a home based office

People Services Representative

- Great opportunity to GROW
- HIGHLY visible role
- Good salary
- Mileage reimbursement
- Bonus potential

Job Purpose Summary

This position is responsible for all aspects of People Services programs, policies, and procedures in support of Field Operations focusing on, but not limited to, Recruiting and Employee Relations.

Essential Job Duties

- Coaches and counsels on issues related to People Services.
 - Partners with Field Operations to ensure compliance with all local, state and federal laws and regulations.
 - Counsels Field management regarding work-related problems such as performance or misconduct issues, recommending appropriate actions such as discipline or termination, ensuring compliance with all Company policies and procedures, and employment laws.
 - Conducts investigations.
 - Provides information regarding health insurance plans, including medical, dental, prescriptions, vision, short-term and long-term disability coverage.
 - Establishes partnerships with District Managers and Regional Directors to attract, select, retain, and inspire the highest level TM's necessary to successfully contribute to Company's results.
 - Supports recruiting efforts
 - Coordinates hiring processes by assisting District Managers with reference checking, initiating offer letters, and maintaining the Staffing Roster.
 - Partners with District Managers and Regional Directors to ensure the identification and development of internal resources for promotion, to support Company's growth in the future.
 - Supports the Management Resource Planning process.
 - Helps ensure development plans are in place.
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- Responsible for other People Services projects as assigned, possibly including:
 - Develops People Services related Field training programs.
 - Monthly and annual reporting of People Services hotline calls.
 - Drafts People Services policies.
 - Manages the Performance Appraisal process

JOB QUALIFICATIONS

- Education: Bachelor's degree or equivalent combination of education and experience. PHR designation preferred
- Experience: Minimum of 2-3 years related experience in Human Resources with an emphasis on staffing and employee relations.
- Knowledge: Thorough knowledge of staffing programs and federal, state, and local employment laws.
- Language Skills: Excellent oral, written, and presentation communication skills. Bilingual English/Spanish strongly preferred.
- Math Skills: Analytical math skills.
- Other Skills: Excellent analytical and project management skills. Word-processing and spreadsheet software package skills.
- Reasoning Abilities: Ability to problem-solve and interpret instructions and guidelines.
- Other Abilities: Ability to work in a team environment, promoting cross-functional collaboration in order to support Field Operations. Ability to travel, mainly by automobile and some (on the rare occasion by plane) total 75% of the time.

Reports to the Sr. Regional People Services Manager.

Frequent contact with various levels of Corporate and Operations Field Management concerning staffing plans, questions, concerns, reports, information, and assistance.

Please have anyone you can recommend contact me directly at (310) 618-0441 or email their resume to:
cziel@essentialsearch.net

The Region Human Resources Manager (RHRM) is accountable for the delivery of human resources policies, processes and systems in a region which includes multiple sites. This role additionally has direct oversight for all aspects of Human Resources at the designated sites in southern California.

Key deliverables for this role will be the Execution of HR strategic initiatives and objectives at the regional level and ensuring alignment with business strategies and priorities; partnering with shared services on employee issues and complaints; while maintaining positive employee relations and maintaining union free status.

The requirements listed below are representative of the knowledge, skill and/or ability required for his position.

- Bachelor's degree or equivalent related work experience.
- Minimum of 10 years related experience, with at least 4 years in a manufacturing HR environment.
- Matrix HR support and multiple site leadership experience; experience in a Shared Services structure desired.
- HR colleague management and development.

Darryl Miller Director Rockwood Search Associates
 1001 Sixth Avenue Btn 37th & 38th St 22nd Floor New York, NY 10018
 Office: 646-747-9232 Cell: 212-729-6693
dmiller@rockwood-search.com www.rockwood-search.com
