



**SEGUE
SOLUTIONS**

My Career Strategy April 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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INDEX

Benefits & Compensation Manager - Temporary	37
Chief Human Resources Officer.....	14
Compensation Consultant	31, 37
Contract Recruiters	32
Controller.....	20
Director - Talent Management.....	5
Director of Finance.....	39
Director of Human Resources	5, 34
Director of Human Resources Services	5
Director of Talent Management.....	32
Director, Payroll Shared Services	44
Field Human Resources Manager.....	5
Global Mobility Programs Manager	41
HR Administrative Assistant.....	50
HR Administrative Position.....	23
HR Administrator	31
HR Analyst	18, 47
HR and Safety Administrator.....	5
HR Assistant	5, 32
HR Business Partner.....	21, 29, 32, 51
HR Clerk.....	38
HR Compliance Manager	23
HR Coordinator	38, 39
HR Director	5, 10, 16
HR Generalist.....	5, 6, 32, 37, 42, 43
HR Learning & Development Partner	5
HR Manager.....	5, 6, 7, 11, 17, 19, 23, 26, 27, 33, 36, 40, 47, 48
HR Office Administrator.....	37
HR Sr. Coordinator.....	29
Human Resources Generalist	49
LACABA Job Board	6
Manager HR Operations	5
Manager, Human Resources Benefits, HRIS, and Compensation	5
Organizational Development.....	17
Organizational Development Consultant.....	39
Organizational Development Specialist.....	16
Payroll & HR Support Assistant.....	48
Payroll Supervisor	5
PIHRA Career Center	5
Recruiter.....	5
Recruiter/Sourcer	21
Recruiting and Benefits Specialist.....	5
Senior Compensation Analyst.....	51
Senior Coordinator	5

Senior HR Business Partner	5
Senior Recruiter	33
SHRM Job Board	6
Team Leader.....	44
Training and Development Manager	5
Vice President - HR.....	12
Vice President, People and Organization Development.....	25
Workers' Compensation & Safety Manager	46



PIHRA Career Center

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

4/17/13 Postings

Director - Talent Management

Mercury Insurance - Brea, CA

As Director of Talent Management, you will oversee the development and sustainment of the Corporation's Talent Management strategy, and provide the organization with Talent Management best practices solutions ensuring business requirements are achieved. Comprehensive benefits, bonus potential twice a year, 401(k) matching, many more perks. Apply on-line at www.mercuryinsurance.com.

Contract Recruiter/Sourcer

CIM Group - Los Angeles, CA

CIM Group (www.cimgroup.com) is a real estate and infrastructure investment firm founded in 1994 with over \$9.5 billion in assets under management. As a key member of our Recruiting Team, the Contract Recruiter/Sourcer will work directly with the Recruiting Team to identify, source and hire talent for a variety of roles throughout CIMs departments and entities. Please apply at the following web address:

<https://www5.ultirecruit.com/CIM1000/JobBoard/JobDetails.aspx?ID05FE08C9B475243E>

HR Generalist

First Entertainment Credit Union - Hollywood, CA

First Entertainment Credit Union, a \$one billion California-based credit union, has over 40 years of continuous growth and financial stability. As the HR Generalist, you will be responsible for recruiting our next group of outstanding employees while performing a vast variety of HR-related functions including employee relations, payroll assistance, workers compensation, etc. You will also have responsibility to oversee our employee engagement efforts. Email your resume to jobs@firstent.org.

Director of Human Resources Services

California State University, Northridge - Northridge, CA

Job ID 3162 Under general supervision of the Associate Vice President of Human Resources, the Director of Human Resources Services provides vision, leadership, planning, project coordination, and management of Payroll, Operations, and Benefits Administration.

HR Learning & Development Partner

Payroll Supervisor

Natures Best - Brea, CA

Nature's Best is looking for a bilingual Payroll Supervisor. Natures Best is the largest privately owned wholesaler-distributor of health and natural food products in the Natural Products Industry. We provide a full-line of Certified Organic, Natural and Specialty products to retail stores throughout the Central, Southern and Western U.S., Alaska, Hawaii and Asia. We look forward to having you join our family!

Recruiting and Benefits Specialist

Orange County Head Start, Inc. - Santa Ana, CA

Orange County Head, Start Inc., a non-profit organization devoted to the field of child and family development seeks a Recruiting & Benefits Specialist for its corporate office. Primary responsibilities include full-cycle recruitment, employee on-boarding, health and retirement plan enrollments, invoice reconciliation, resolving employee benefit inquiries, and database maintenance.

Recruiter

HR That Works - Los Angeles, CA

Overview: Payment Systems is a dynamic, fast growing sales organization that needs to catch up on some of its HR structure. Managing the talent pipeline is a great opportunity for the company. Payment Systems does not have its recruiting/hiring efforts centralized. Recruiter will coordinate and drive high-volume recruiting activities for the



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



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

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

I have a **HR Manager** spot in **Irvine** that is truly unique. 60% Recruiting and 40% Employee Relations and eventually will involve training. Please send referrals.

Kathy Dawson, Dawson & Dawson, Inc.
26522 La Alameda, Suite 110, Mission Viejo, CA 92691
Tel: 949-421-3966 Cell: 949-306-2909 www.DawsonDawsonInc.com

The RAND Corporation is a nonprofit institution that helps improve policy and decision-making through research and analysis. It is a global organization with offices throughout the world. RAND's North American locations include **Santa Monica**, California, the home of its headquarters campus and the Pardee RAND Graduate School; Arlington, Virginia; Pittsburgh, Pennsylvania; and Boston, Massachusetts.

What Makes This a Great Opportunity

As the **HR Generalist**, you will be working for an organization where HR leaders are seen as a trusted resource to their internal clients. Supporting the important research group in Santa Monica (and their management located on the east and west coasts), this role will be the face of HR to the business and a true partner in identifying and implementing HR initiatives to align the business and talent needs. You will find your clients to be fascinating, passionate and highly educated, from top schools with Master and PhD degrees. The environment is intellectually stimulating with new ideas continually flowing.

You will have the opportunity to think quickly "on your feet" as you work through issues and answer questions related to employee relations, recruitment, benefits, compensation and other areas of human resources as well as assist your clients in other departmental issues and projects. There is a great deal of variety as you balance generalist and recruiting activities; the mix may vary depending on the time of the year and projects at hand. Recruiting efforts will focus on hiring researchers and managing the summer associate internship and the academic campus recruitment programs. You will work closely with brilliant hiring managers and interface with high caliber and educated candidates. Nothing is routine about this position.

This is an opportunity for you to use your human resources expertise, analytical abilities and curiosity to ask questions and explore, explain and justify various options for the issues at hand. Expect thought-provoking questions from your clients as they seek justification, information and data on issues they are working on. Not only will you be simulated intellectually with your Generalist role, there is also opportunity for stretch projects in the future within HR including succession planning, talent development, human resources systems and policy development as a result of RAND's consistent and continual process improvement.

Compensation and Benefits

Commensurate with the level of responsibilities described above, RAND offers a comprehensive compensation and benefits package including excellent health coverage, 20 vacation days per year, tuition aid program and generous 401(a) as well as 403(b) retirement plans.

All interested and qualified candidates should contact:
Susie Basanda, Recruiting Services Consultant at S. Benjamins & Company, Inc.
Expert Services in the People Business: Direct: 661.821.1576
susie@sbcompany.net

HR Manager

Diamond Bar, CA

Contract to Hire Employment

Our client is looking for a HR Manager for a contract to hire position in the City of Industry/Diamond Bar area to oversee the employee relations and compensation/benefits preferably with ADP workforce experience. Employees are spread out across several locations in multiple states. Strong online benefits system experience is required for this role. Someone who is highly analytical is preferred.

PURPOSE:

This position has responsibility for all HR functions and administration of HR programs, employment policies, and compliance with Federal and State labor laws and regulations. This person is responsible for championing the company's mission, core values, and holistic business model; promoting diversity and fostering a fair and compassionate work environment

RESPONSIBILITIES:

- Payroll Administration: Supervise payroll administration, procedures and accuracy; conduct monthly payroll reconciliation and accruals for finance; provide payroll data to finance and management, as necessary; act as back up when payroll personnel is off duty, etc.
 - Benefits Administration: Manage benefits administration of Medical, Dental, Vision, STD, LTD, Life, 401K, and Profit Sharing to ensure compliance with all legal regulations. Set procedures to ensure accuracy; conduct billing monthly reconciliation; supervise and monitor leaves of absences, etcetera.
 - Compensation & Performance Management; manage annual performance and salary review process; maintain current market salary survey; and oversee the evaluation, employment classification and rating of occupations and job positions, etc.
 - Recruiting: Supervise recruiting process, quality of candidates, fill ratio, and cost; guide recruiting staff in effective sourcing, recruiting, and interviewing techniques; assist with recruitment of difficult staffing positions and high level management positions, etc.
 - Workman's Compensation & Safety: Manage and provide professional knowledge and expertise coordination and implementation programs and claims to ensure compliance with regulatory agency guidelines and institutional policies; Interfaces with regulatory agencies, vendors and departmental management and staff to formulate corrective actions. Ensures personnel training and corrective action follow-up is completed; Assesses risk potential; develops and implements accident investigation, data analysis, and recurrence prevention programs and procedures.
 - Employee Relations:
 - Support Managers; provide hands-on advice on organizational policy matters such as equal employment opportunity, harassment, employee relations, employee discipline, and recommend solutions for needed changes.
 - Serve as a liaison and conflict resolution champion between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems escalated by HR staff; including but not limited to dealing with refereeing disputes, firing employees, administering disciplinary procedures, and guiding through conflict resolution.
-

- Manage and oversee all employee morale initiatives; including Wellness Program, Employee Goodwill, Employee morale-boosting events, Employee Surveys, etc
- Legal Compliance:
- Set and maintain policies and procedures current with Federal and State law and requirements in relation to payroll, benefits, safety, employee relations, recruiting, compensations, etc.
- Represent organization at personnel-related hearings and investigations.
- Investigate and report on industrial accidents for insurance carriers.
- Study legislation, arbitration decisions, and HR best practices, and industry trends.

Training & Development:

- Assess staff's HR training needs; design employee and management HR related training, including policy, procedures, health, and safety programs, as needed
- Manage all training required to fulfill regulated HR training requirements, such a Harassment, Safety, Open Enrollment, etcetera
- HR Statistics/Metrics: Compile and analyze statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, over time, absenteeism, turnover, benefit cost, finance related reports, such as payroll and benefits reconciliation, etcetera.
- Policies & Procedures:
- Create and maintain a department procedures manual with P3 methodology
- Maintain employee handbooks up to date with City, State, Federal agency laws and/or guidelines.

Staff Management

- Model, set the tone, and guide staff in company culture; provide services in a friendly, honest, direct, humble, and kind manner
- Maintain adequate staffing levels; plan staffing needs proactively, develop accurate job descriptions, and work with recruiter, conduct interviews, and make decisions in a timely manner
- Plan, direct, supervise, and coordinate work activities of subordinates
- Develop staff and encourage professional and personal growth through hands-on training, coaching, and mentoring to meet the current and future department and company needs
- Evaluate employee performance and hold employees accountable for results; provide training, performance counseling and discipline in a timely manner and in accordance with company policy
- Include staff in planning, decision-making, facilitating and process improvement
- Takes responsibility for subordinates' activities and hold employees accountable
- Be a mentor in providing guidance & direction to staff

Department Management

- Collaborate with other departments to find solutions that are in the best interest of the company; interact efficiently with team leaders, supervisors, and staff to resolve customer/department/staff issues
- Develop, manage and maintain current department procedures manual with P3 methodology; implement, review, develop and implement all department policies, procedures and service standards
- Manage and plan workflow and timelines effectively to ensure on-time delivery of department deliverables
- Manage department budget; payroll, expenses, staff development cost, staff morale incentives; oversee supply, project, vendor, and program cost to ensure cost containment within yearly budget, etcetera.
- Solicits and applies customer feedback (internal and external) regarding department's quality of service
- Fosters quality among the department; continuously seeks to improve processes, products and services
- Keep updated on developments of the Human Resources field to identify and implement best practices; train

staff to deliver excellent customer service and how to manage and distribute product

QUALIFICATIONS:

- Bachelor's degree required; Master's degree in HR related major preferred
 - PHR certification required; SPHR certification preferred
 - At least ten (10) years of professional experience across all HR disciplines
 - At least five (5) years of supervision of HR Staff
 - Confidentiality; maintains all Human Resources information confidential; ensures that work area is secure, distributes personnel information according to legal and department guidelines; does not discuss any personnel or confidential company initiatives with anyone except other HR team members and leaders of the company, as needed for business purposes.
 - Honesty; has honest, direct, and factual communication and actions with internal and external customers.
 - Collaboration; proactive in building supporting, nurturing, and service-oriented relationships with employees; works collaboratively to resolve problems and enhance productivity; Remains open to others' ideas and tries new things.
 - Integrity; conducts self with high level of ethics and makes decisions with honest intentions that are in the best interest of the company and employees. Keeps commitments; inspires the trust of others; Works with a high level of integrity and ethically; Upholds organizational values.
 - Humble; conducts self and treats all employees with respect; without arrogance, degradation, or coercion; treats all employees with equal regard regardless of position/status.
 - Flexible; considers others point of view to find the best solution for customer and company; proven ability to be flexible and adapt to change; adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays.
 - Innovation; constantly searches for best practices in technology, services, and procedures. Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.
 - Interpersonal; uses a diplomatic approach and easily builds trust with employees; maintains a warm, welcoming, and friendly demeanor in all interactions with the workforce.
 - Analytical & Attention to Detail; effectively researches legal issues; can accurately compute large volume of data at once (i.e., payroll reconciliation, accruals, benefits billing, turnover, etc).
 - Communication; articulates clearly and grammatically correct, verbally and in writing,
 - Conflict Resolution; proactive in preventing problems; resolves problems by remaining neutral and open to consider all possibilities to select the one in the best interest of the company and employees.
 - Professionalism; possess a professional work style that includes neatness, punctuality, accuracy, and exhibits a professional attitude and appearance. Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
 - Judgment; displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
 - Team Work; balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; puts success of team above own interests; builds morale and group commitments to goals and objectives; supports everyone's efforts to succeed; recognizes team member accomplishments.
 - Leadership; exhibits confidence in self and others; inspires and motivates others to perform well; inspires respect and trust; accepts feedback from others; provides vision and inspiration to peers and subordinates;
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- gives appropriate recognition to others; displays passion and optimism; mobilizes others to fulfill the vision.
- Legal Knowledge; proficient legal knowledge of personal, medical, and all family-related leaves of absence; Payroll/Wages; Recruiting, 401K, and benefits.
 - Time-management; efficiently manages time to meet deadlines; flexible in resetting priorities based on business need; fosters work/life balance for employees.
 - Technical Skills; Proficient computer skills, including e-mail, Word, Excel, PowerPoint – Visio a plus.

Reema Hibrawi
rhibrawi@prgwest.com

HR Director, Human Resources

Human Resources | Woodland Hills, CA, United States

As a proactive, hands-on manager, the Director of Human Resources will facilitate employee engagement and ensure that all Human Resource activities are compliant with current employment laws and government reporting regulations. The Director of Human Resources will form strategic partnerships with business leaders to meet company objectives that drive customer satisfaction and profitability.

DUTIES & ESSENTIAL JOB FUNCTIONS:

- Manages and executes Human Resource services, policies, and programs for all locations, including international offices.
- Ensures compliance with human resources related company policies as well as all applicable federal, state and local employment laws and regulations.
- Reviews and makes recommendations for improvement of policies, procedures and practices
- Coordinates and maintains talent management strategy including recruiting; hiring; training and development; performance management; and succession planning.
- Supervises all pre-employment screening and post-hire procedures.
- Recruits, interviews and hires exempt and non-exempt level positions.
- Supervises and coordinates new employee on boarding program and orientation.
- Practices proactive employee relations.
- Works with Vice President of Operations and department managers on goal setting, annual performance reviews, salary adjustments, progressive discipline, and terminations.
- Timely and appropriately addresses, investigates and resolves employee grievances and complaints.
- Monitors unemployment claims and attends hearings and appeals as needed.
- Actively handles workers' compensation claims.
- Coordinates all leaves of absence in accordance with applicable policies and laws.
- Tracks and monitors the departmental budget.
- Supervises, coordinates and communicates employee benefits programs.
- Supervises management of employee data and data accuracy in HRIS system.
- Monitors employee safety, injury & illness programs and promotes wellness initiatives across the organization.
- Occasional travel required.

QUALIFICATIONS:

- Bachelor's Degree in Human Resources, Business, or a related field preferred but not required; Master's Degree in Business or Human Resources Management or a related field desired.
- SPHR or PHR Certification preferred but not required.

- 5+ years of progressive Human Resources experience required or equivalent combination of education and experience.
- Intermediate to advanced level knowledge of computers/applications including Microsoft Office (Excel, Word, PowerPoint, and Visio) and Outlook.
- Experience working in and managing Human Resources functions in a multi-location environment.
- Strong leadership skills and problem-solving skills.
- Ability to respond to multiple demands and deadlines effectively.
- Excellent written and verbal communication skills.
- Effectively function within a fast paced and team environment.
- Knowledge of current local and federal employment laws.
- Knowledge of workers' compensation and unemployment regulations and procedures.
- Excellent employee relations and customer service skills.
- Ability to interface at all levels of the organization.
- Strong computer skills including Microsoft Office.
- Strong organizational skills and attention to detail.

<http://hire.jobvite.com/CompanyJobs/Careers.aspx?nl=1&k=Job&j=olo9Xfwz&s=LinkedIn>

HR Manager - Business Partner-1201805-M

Primary Location CA-**Los Angeles**

Schedule Full-time

At DIRECTV, growth, global expansion and transformation are the key organizational commitments for 2013 and beyond. DIRECTV is committed to creating the best employee experience that will engage, inspire and develop our talent for the future, prepare more than 16,000 employees in the U.S. and 8,000 employees in Latin America to deliver the best customer experience and provide career defining experiences for our top talent. And as strategic talent advisors and business savvy partners, the Human Resources team is responsible for the delivering our game changing mission.

As a member of DIRECTV's Enterprise HR team, the Human Resources Business Partner (HRBP) provides HR leadership to assigned business units at the company's corporate offices in El Segundo. This role is currently assigned to support DIRECTV's Finance and Accounting organization, but HRBP's are often rotated for learning and growth opportunities. Specific responsibilities include:

- Driving key HR initiatives across departments, including staffing, performance management, compensation planning, succession planning, training and development, rewards and recognition, organizational effectiveness and employee communication.
 - Creating and executing a comprehensive employee relations strategy.
 - Partnering closely with functional leadership on growth strategies and cost challenges; provide HR guidance and input on decisions and execute in order to enable these strategies.
 - Working with managers to build a career path for employees, identifying opportunities for training, new skill acquisition, and advancement.
 - Helping to drive change within the organization, to include adoption of new technologies, workflows, staffing models, and organization structures.
 - Identifying and recruiting key talent to staff critical roles and build a world-class bench.
 - Providing executive coaching to department leaders, offering feedback and advice on employee and organizational issues.
 - Collaborating on a strategic and tactical level with operating leaders on a variety of Human Resource and
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business-related initiatives to support organization and operational goals.

- Providing interpretation of HR policies, practices and procedures to employees and managers.
- Working with operating leaders and HR counterparts on reorganization and integration activities as required.
- Working with leaders and employees to establish and maintain a positive work environment, which encourages the full use of diverse talents and abilities; act as an employee advocate, help drive various corporate and division business initiatives.

Qualifications

- Bachelors in Human Resources or related field required, advanced degree preferred.
- Minimum five years professional experience in HR Generalist/Business Partner or related roles.
- Strong business acumen, facilitation, conflict resolution and communication skills.
- Experience building strong business partnerships and executive presence: able to establish credibility and rapport with operating leaders.
- Project and process management skills along with a demonstrated track record of delivering results.
- Excellent interpersonal and communication skills, strong client-support orientation, and the ability to work effectively with all levels of the organization and with a wide range of clients, individually and in groups.
- Takes ownership; able to establish self as the 'go-to' HR resource for client organizations.
- Proven influencer; demonstrated ability to coach and counsel both employees and management.
- Strong employee-relations skill set; can earn trust and credibility with employees in assigned groups.
- Previous experience with a technical and represented workforce is a plus.
- Demonstrated ability to manage a geographically distributed workforce and partner with local HR representatives.
- Ability to handle multiple priorities and lead change.
- Prior media/television industry experience preferred.
- Must have the potential and desire to grow in the organization.

<https://directv.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=1201805-M&src=JB-10292>

Vice President HR

Joie - Greater Los Angeles Area

The ideal candidate will provide leadership and coordination of company's Human Resource functions through the development, implementation and management of corporate Human Resources strategy and programs. This person will also have the demonstrated proven ability to work with executives as a strategic business partner to drive company initiatives through the Human Resource function.

Duties and Responsibilities:

Organizational Planning and Development

- Establishes and implements short- and long-range departmental goals, objectives, policies and operating procedures.
 - Evaluates company culture and provides recommendations on changes to accomplish company goals and objectives.
 - Develops and manages annual budgets for the division and performs periodic cost and productivity analysis.
 - Oversees implementation of programs through Human Resources staff.
 - Conducts a continuing study of Human Resources policies, programs and practices to keep top
-

management informed of new developments.

Talent Acquisition

- Recommends and maintains an organizational structure and staffing levels to accomplish company goals and objectives.
- Develops staffing strategies and implementation plans and programs to identify talent within and outside the corporation for positions of responsibility.

Employee Orientation, Development and Training

- Creates company strategic training and organizational development plan to meet personal, professional and organization needs of company employees.
- Establishes in-house management training programs that address company's needs across divisions (e.g. MBO, Performance Appraisal, and Interviewing).

Compensation Programs

- Oversees compensation programs to ensure regulatory compliance and competitive salary levels.
- Oversees the design and development of compensation strategy and programs.
- Establishes wage and salary structure, pay policies and performance appraisal programs.

Benefits Programs

- Directs the administration of benefit programs.
- Establishes benefits programs. Monitors for effectiveness and cost containments.
- Safety and Health
- Establishes safety and health programs. Monitors for effectiveness and cost containments.

Employee Relations and Legal Aspects of HR Management

- Formulates and recommends employee relations practices necessary to establish a positive employer-employee relationship and promotes a high level of employee morale.
- Develops and coordinates grievances and mediates workplace disputes.
- Identifies legal requirements and government reporting regulations affecting Human Resources function (e.g. OSHA, EEO, TEFRA, ERISA, Wage & Hour). Monitors exposure of the company. Directs the preparation of information requested or required for compliance. Acts as primary contact with labor counsel and outside government agencies.
- Protects employees and company in accordance with company Human Resources policies and governmental laws and regulations. Approves recommendations for terminations. Reviews employee appeals through complaint procedure.
- Complies with federal, state and local legal requirements by studying existing and new legislation.

Records Management

- Evaluates procedures and technology solution to improve Human Resources data management.

Desired Skills & Experience

- Experience in strategic planning and execution.
 - Knowledge of contracting, negotiating and change management.
 - Knowledge of federal, state and local employment, wage and salary laws and regulations. Ability to interpret and advise on the application of EEO/AA laws.
 - Ability to assess training and development needs.
 - Knowledge of organizational development theory and practices.
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- Experience in design, development and implementation of salary administration plans and benefit programs.
- Ability to negotiate and manage alternative dispute resolution processes.
- Experience in examining and re-engineering operations and procedures, formulating policy and developing and implementing new strategies and procedures.
- Knowledge of computerized information systems used in HR applications.
- Professional written and verbal communication and interpersonal skills.
- Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects.
- Master's Degree in HR and ten years' experience in senior-level HR positions.

Company Description

Dutch, LLC operates the brands Joie, a contemporary Women's fashion lines, and Current/Elliott, a vintage denim line. Since its inception in 2001, Joie has successfully filled a void in the contemporary market. Unlike other brands, which are classification-driven and offer single items such as denim or graphic tees, Joie provides the modern, fashion-savvy customer with a global wardrobe. Launched July 2008, Current/Elliott has raised the bar for the denim standard. Born out of love for vintage denim and its Americana roots - from the washes to the range of fits and styles - the collection respects the history of denim and its timelessness. Each individual style pays homage to the importance that denim has played throughout American history - every style offered in the collection has a historical reference, an original vintage sample and year of origin.

Posted: March 1, 2013

Type: Full-time

Experience: Executive

Functions: Human Resources

Industries: Apparel & Fashion

Job ID:5010584

http://www.linkedin.com/jobs?viewJob=&jobId=5010584&trk=rj_em&ut=1k2r1h6xui0B11

Chief Human Resources Officer

Desert Regional Medical Center - Palm Springs, CA (Greater Los Angeles Area)

The Chief Human Resources Officer serves as a key member of the A-Team and reports directly to the Chief Executive Officer of the facility.

As a leader in healthcare, Tenet is committed to providing the best possible care to every patient, with a clear focus on quality and service. Strong leadership is essential to delivering on this commitment, and we believe that the quality of our leaders can give us a significant long-term competitive advantage. We want to ensure every current and future leader in Tenet is successful, and we support that through our selection and hiring process and by providing coaching and training to our leaders.

Specific Responsibilities

The Chief Human Resources Officer is a member of senior leadership and has responsibility for setting department mission and vision that contributes to the overall facility mission and vision. This executive also participates in the development of an annual operating and capital budget; monitors expenses and takes corrective action to reverse negative outcomes; and maintains responsibility for the administration of the facility's wage and salary functions to provide the most effective and cost efficient programs for recruitment and retention.

The Chief Human Resources Officer has responsibility for providing day-to-day guidance and direction to facility department directors and serving as a resource to the A-Team on all aspects of human resource management. He/she is responsible for championing an environment that demonstrates Tenet as a leader in healthcare and

promotes the facility as a premiere place to work, contributing to Tenet-wide strategic human resource initiatives and program development to position the company as the Employer of Choice. Additionally, this executive has responsibility for creating a department that provides fair treatment and support systems to all employees, and acts as a resource to assist employees in achieving their employment and career objectives. He/she is responsible for establishing appropriate and effective communications with home office resources, including Division HR, Benefits, Payroll and HRIS.

Desired Skills & Experience

- Education/Certifications
- A Bachelor's degree in Human Resources Management or related field is required, and a Master's degree is preferred. Human Resources Management Certification is preferred.

Required Background Experience

- At least five to seven years of progressive human resources leadership experience in all functional areas is required, with a preference in the healthcare arena. Must possess a broad knowledge of employment practices and human resources functions.
- Knowledge of employee and labor relations and contract administration, compliance, benefits administration, worker's compensation, unemployment, recruiting, retention, HRIS Systems, healthcare trends and legislation combined with strong business acumen.
- Proven ability to develop training topics and materials based on feedback from the constituents. Excellent consulting and facilitation skills.
- A solid strategic thinker, with strong operational focus, good judgment and detail-oriented perspective. Well-honed analytical abilities.
- A well organized, decisive and self-directed individual with a strong ability to develop an organizational culture that fosters teamwork.
- Successful at coping with demands and stress from superiors, subordinates and peers. Performs well in crisis situations.
- Excellent work organization skills, ability to appropriately set priorities, and manage multiple high priority demands.
- Appreciative of and comfortable with cultural diversity.
- Able to improve communication and collaboration among colleagues; overcome inflexibility, status quo bias, risk-aversion other entrenched attitudes and behaviors that inhibit productivity, competitiveness, and profitability.
- A solid human resources leader who stays "tuned" to the business environment and its own internal business situation, and will consistently identify the right time to begin a change, as well as a target time for the successful completion of that change.
- The ability to communicate effectively with diverse groups and to deliver high quality written and verbal presentations. Excellent oral and written presentation skills, as well as strong PC skills. Must listen actively and accurately, encourage input from others. Must coach and correct constructively to improve the performance of team members.
- An individual highly motivated to work cross-functionally in order to accomplish goals and effect change.
- An individual of highest personal and professional integrity, principle and knowledge, earning respect and support when making difficult decisions and choices. Able to establish immediate credibility with peers, senior leadership, and the medical staff.
- Candidate must have labor experience

Organizational Development Specialist

Rovi Corporation - Burbank, California (Greater Los Angeles Area)

POSITION OVERVIEW:

Under the general supervision of the VP of Human Resources, the Organizational Development Specialist will support the ongoing development and implementation of Organizational Development and Employee Engagement programs. In particular, this position will support work in the areas of performance management, human capital planning/succession planning, internal communications and culture development. A successful candidate will effectively manage projects of moderate to high complexity, in support of desired business objectives and to maximize efficiencies and organizational effectiveness.

Summary of Key Responsibilities:

- Provide consultative support to the business on issues related to employee engagement, performance management, human capital planning and culture development
- Conducts organization and needs assessments and provides feedback to management regarding employee development, management development and organization development needs
- Works with HR leaders, team members, and others to determine the kind of data to collect, assists with data collection, and analyzes data to recommend improvements, changes, and programs to implement
- Support development and refinement of talent management systems and processes related to performance management and career planning
- Support large-scale administration of Rovi's Jive implementation, to include managing logistics and providing support for internal communication and user acceptance testing/administration.
- Support user acceptance testing efforts for changes to talent management programs
- Provide direction for communication and change management efforts to launch, modify, or sustain talent management programs
- Work with external vendors and internal clients to modify or enhance current HR systems and tools management tools (e.g., survey translations, reporting templates)

Qualifications and characteristics include:

- Bachelors or Master's degree in Organizational Behavior, Organizational Development, or related discipline
- 2+ years' experience with organizational consultation demonstrating understanding and effective application of concepts including data gathering, data analysis, root cause identification, organizational design, change management, and team building/effectiveness
- Demonstrated ability to work at a fast pace in a multitasking environment and be flexible to ramp up or change directions as needed
- Ability to adapt communication style to successfully convey messages and objectives to diverse audience
- Communicate project plans, proposals, and business requirements to external vendors and internal stakeholders (including cross-functional teams) in order to maintain on-target delivery of initiatives

http://www.linkedin.com/jobs?viewJob=&jobId=5141484&trk=rj_em&ut=1O-kWPajeo0BI1

DIRECTV HR Director

As a trusted partner in the business, this HR Director will lead and impact the future of HR in a highly successful division of a growing 16,000 employee, 35 million customer (US and Latin America) business with over \$30 B in revenue. DIRECTV Home Services, a Division of 14 sites and 1,000 employees is looking for a Director to transform the people function for one of the highest impact groups in the company. The position can be located in Rancho Dominguez or El Segundo, CA.

Coaching is an important element of this job as well as developing and formulating people strategies for growth. Drive the employee engagement processes within the field organization to support labor strategy for this world class team. Form relationships in the business and leverage your HR expertise. Critical experiences and attributes include:

- 10-15 years of multi-function HR experience in progressive HR environments
- Use your strategic perspectives to guide the business
- Master's degree and participation in a rotational HR program are preferred

With HR transformation underway, this leader is in a position to showcase skills, impact the organization and quickly advance. The business strategy is about differentiated and compelling programming delivered through exceptional leadership in content, programming and service. HR is respected and positioned to help the business keep drive this strategy. If you enjoy being in the business, want to share your thought leadership and see results that you are recognized for, this team and field organization is for you.

All the details are at: <http://LeadingthenewHR.com>

DIRECTV HR Manager

As a trusted advisor, this HR Manager will be part of a best practice HR function in a growing 16,000 employee, 35 million customer (US and Latin America) business with over \$30 B in revenue, DIRECTV. Located in El Segundo, CA, DIRECTV's commitment to employees and the HR organization is visible throughout the entire company.

As you know, it's easy and trendy to say that HR is a true partner to the business, but it is hard to find environments where HR has true business impact. It's also rare to find a demonstrated leadership commitment to creating an awesome place to work where employees truly believe the company cares about their wellbeing.

As the HRBP for the CFO and Finance & Accounting organizations, you will report to a respected and talented HR Leader and help build that awesome environment.

Critical experience and attributes include:

- 5 years of multi-function HR experience in progressive HR environment
- Business acumen and experience building client partnerships
- Master's degree preferred
- Participation in a rotational HR program is highly valued

For all the details, please visit: <http://BusinessMindedHR.com>

Pacific Dental Services has an **Organizational Development opening** at about \$125,000.

If you're looking for an opportunity that will allow you to use the breadth of your organizational and talent development skill to build an exceptional internal Learning Institute that will impact multiple levels and titles, this newly added role could be your perfect fit. You will make a visible and long-term impact building a new program, almost from scratch, taking a high-level strategic approach and leading and collaborating with teams who will do the field and hands-on training and support. This is a key role, central to our growth and development, which will require exceptional relationship building talent and the skill to partner with a diverse group of stakeholders from senior leadership to our dentists, their employees and others. Success will depend on your ability to leverage deep understanding of cradle-to-grave needs analysis, competency models, professional development programs, blended learning, etc., and to take ownership and proactively drive a major initiative requiring vision, the skill to build a strong,

scalable structure and infrastructure, and the interpersonal finesse to be effective across departments and functions.

Click <http://jobinfo.com/t/?DirOrgTalentDev> to view a detailed and insightful insider's view of this opportunity and pursue the position online if you are interested.

Duncan Taylor, PhD, Recruitment Partner
The Pacific Dental Services Recruitment Team
562-968-5145
dtaylor@dttoolbox.com

Cal State LA is searching for a temporary HR Analyst (one year appointment) in its HR department.

Administrative Analyst Specialist I, Non-Exempt, #120141
Human Resources Management
Salary Range: \$3245 - \$5193/Monthly

Work Schedule: Full-time, temporary. Monday - Friday, 8:00 a.m. - 5:00 p.m.; non-exempt classification.
Position expires on/before 1 year from date of hire.

Essential Job Functions: Under the supervision of the HR Manager for Compensation/Classification and Benefits, the incumbent will assist in conducting job analyses for assigned vacant and occupied positions; assists in implementing procedures for tracking and maintaining position descriptions; ensures that current position descriptions are on file for all campus employees; prepares, researches and analyzes various salary reports; researches, reviews, and processes various compensation issues and transactions; monitors leave programs including receiving and verifying a variety of documents, following up on supporting documentation for processing purposes, and responding to inquiries from employees and supervisors regarding the availability and criteria associated with various leave programs; troubleshoots, updates and maintains various data fields in PeopleSoft; enters leave transactions into PeopleSoft; assists in maintaining the position management module of PeopleSoft; interacts with various campus entities in establishing and modifying position numbers and position data; monitors and updates compensation/classification and benefits information contained on the HRM website; maintains files and records; and performs other duties as assigned.

Required Qualifications and Experience: General knowledge and skills in human resources with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs. Incumbent must have working knowledge of human resources. Basic knowledge of and ability to apply fundamental concepts; working knowledge of budget policies and procedures; and basic methods and procedures for research and statistical analysis and the ability to apply them. Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting human resources; analyze data and make accurate projections using business mathematics and basic statistical techniques; organize and plan work and projects including handling multiple priorities; make independent decisions and exercise good judgment; compile, write, and present reports related to human resources. Must have excellent communication, interpersonal and responsive skills to establish and maintain professional and cooperative working relationships with administrators, faculty, and staff. Incumbent must also demonstrate an ability and/or

interest in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and FBI.

Special Desired Qualifications: A bachelor's degree in Human Resources Management from an accredited college or university and two years of full time experience performing a variety of administrative and technical duties in human resources. Prior compensation/classification and leave program experience. Working knowledge of Word, Excel, PowerPoint and Outlook. Prior experience with PeopleSoft.

Closing Date: Review of applications will begin April 8, 2013 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed online CSULA employment application is required. Resumes will not be accepted in lieu of a completed application.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

In addition to meeting fully its obligations under federal and state law, California State University, Los Angeles is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual. To that end, all qualified individuals will receive equal consideration without regard to economic status, race, ethnicity, color, religion, national origin or cultural background, political views, sex or sexual orientation, gender, or other personal characteristics or beliefs.

Candidates must demonstrate ability and/or interest in working in a multicultural/multiethnic environment. Certain positions require fingerprinting. The University actively encourages qualified minorities, women and persons with a disability to apply. Upon request, reasonable accommodation will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job functions when this does not cause an undue hardship. We are an Equal Opportunity/Title IX Employer.

To obtain employment information for the impaired call:

TDD Line (323) 343-3670

24-hour Dial-A-Job Line (323) 343-3678

<http://www.calstatela.edu/univ/hrm/openings.php>

HR Manager - Juicy Couture corporate office in **Arleta**, CA.

Overview: Juicy Couture embraces the bright and glamorous fun of its Los Angeles heritage by discovering the couture in the everyday, and delivering an element of surprise in all of its designs.

Famous for ascending the tracksuit to its status as a casual luxury icon, the brand continues to evolve, bringing the same confident, whimsical and feminine attitude to everything it creates. Today, the global phenomenon offers an assortment that spans fashion apparel for women, girls and baby, handbags, shoes, intimates, swimwear, fragrance, accessories, jewelry, sunglasses and small goods.

Started by two fashion-obsessed friends in 1997, Juicy Couture quickly achieved global recognition and

garnered millions of fans, many with famous faces. North America is home to over 100 Juicy Couture and Juicy Couture Outlet stores. You can also shop Juicy Couture in select department stores, online at JuicyCouture.com and in over 60 countries across Europe, Asia, Latin America and the Middle East.

Responsibilities:

- Partner with Business Leaders to investigate employee relations concerns and take appropriate action consistent with company policies and practices
- Act as an internal consultant for all Arleta Office employee relations issues including formal corrective actions, terminations, harassment/discrimination investigations and other policy related issues
- Function as Office Manager in overseeing Facilities related issues
- Perform a variety of leadership roles (ex: driving, delegating, supporting); coach other leaders to demonstrate those roles in appropriate situations o Help to drive company-wide initiatives and processes such as compensation planning, performance management and goal setting
- Ensure compliance with state, local and federal laws; administer Leaves, Disability and Worker's Comp cases o Lead all on-boarding, brand education and new hire orientation activities
- Support the ongoing learning & development efforts in the Arleta Office by ensuring development plans are put into place at the Management level and ongoing training is happening at all levels
- Ability to execute learning initiatives and make recommendations for ongoing training needs
- Ensure clear communication from corporate offices for brand consistency
- Strong business partner and ability to drive business results
- Handle special projects as needed

Qualifications:

- Bachelor's degree required, advanced degree preferred
- 7+ years HR experience, preferably in a similarly situated role
- 5+ years of leadership and management experience
- Must have adept knowledge of CA labor law
- Broad knowledge of HR practices including associate relations, performance management, compensation and learning & development.
- Excellent written and verbal communication skills
- Full functional knowledge of HR generalist responsibilities
- SHRM certification desired

Please apply directly at <https://jobs-juicycouture.icims.com/jobs/16281/job?mode=view>

You can also contact Rachel Yip (ryip@fnpc.com; 818.252.3530) for more information.

Our company is seeking a **Controller** for our professional services and contracting business.

A successful candidate must have ten plus years of relevant experience in account and at least 3 years of accounting experience working for a contracting firm or professional services firm. An accounting or finance degree is preferred.

If you know anyone with the required qualifications, please ask them to send their resumes to my email address at sross@partneresi.com

HR Business Partner

HR Business Partner opportunity in **LA area** with a manufacturing client with 450+ employees. The position reports to the Director, Human Resources. Reporting to the position will be an HR Generalist and an HR Representative. Salary is commensurate with experience ...\$90 K – \$100 K

Summary – This role is the primary leader for the assigned organizational unit and ensures alignment of HR strategies and service delivery.

1. Partner with line leaders to grow talent and technical capability pipelines
 2. Manage the design and implementation of structures that improve individual and organizational performance (including mergers and acquisitions).
 3. Support line leaders in the development and implementation of strategies of change.
 4. Provide coaching to line leaders
 5. Support implementation of standardized processes.
 6. Provide support to line leaders on associate relations issues.
 7. Participate in the execution of Labor Relations strategies and the resolution of Labor Relations issues.
 8. Partner with Centers of Expertise to:
 - 8.1. Implement performance management and learning and development solutions
 - 8.2. Ensure rewards structures reward performance
 - 8.3. Execute recruitment processes.
- Bachelor Degree required, Masters preferred.
 - Minimum of 7-10 years applicable experience.
 - Enterprise-wide HR initiative
 - Developing/hiring HR talent
 - M&A, divestiture
 - Organization Design
 - Recruitment: experienced in multi-function, high-level recruiting for senior-level positions.
 - Compensation: develops compensation strategy and understands compensation as a performance lever.
 - Associate Relations: coaches others in addressing associate relations issues.

Competencies include: Talent Management, Capability Development, Change Management, Business Partnering, Strategy Development, Business Orientation, Mergers and Acquisitions, Shaping the Environment, Operational Excellence.

Dick Gast 949-472-1130
Richard Gast & Associates LTD.

Contract Recruiter/Sourcer - Los Angeles CA

CIM Group (www.cimgroup.com) is a real estate and infrastructure investment firm founded in 1994 with over \$9.5 billion in assets under management. The firm currently has offices in Los Angeles, Oakland, Bethesda, New York and London. CIM's urban investing discipline is based on the premise that the best way to create or enhance value is to focus on a community as a whole, by investing in varied assets or asset classes within that given community.

CIM understands that our success hinges on the highest level of motivation and collaborative effort from our team. CIM Group cultivates an entrepreneurial, diverse work environment that rewards motivation, creativity, and integrity. CIM Group's culture:

- Entrepreneurial Environment

- Integrity & Ethics
- Diversity
- Professional Development
- Open Communication

Position Title: Contract Recruiter/Sourcer

As a key member of our Recruiting Team, the Contract Recruiter/Sourcer will work directly with the Recruiting Team to identify, source and hire talent for a variety of roles throughout CIM's departments and entities. The Contract Recruiter/Sourcer will utilize strategic sourcing methodologies, business intelligence, internal and external networks, professional organizations, and technology tools in support of strategic business objectives. This position is a Contract position for a minimum of three months with the possibility of extending the contract, as needed.

Responsibilities:

- Partner with Recruiting Team to identify workforce needs, and search assignments.
- Proactively develop a pipeline of talent to ensure continued identification and movement of candidates.
- Effectively assess competency needs for roles and build an effective sourcing strategy to develop and maintain a highly qualified and diverse candidate pool.
- Stay informed of trends and innovative recruiting and sourcing techniques.
- Conduct research and investigate new ideas to execute innovate sourcing strategies. Strong focus on sourcing passive candidates through networking, social media, cold calling, complex internet searches, events and industry research.
- Source active candidates from on-line databases/job boards, contacts lists, internal databases, and employee referrals.
- Review resumes and credentials for appropriateness of skills, experience and knowledge in relation to position requirements.
- Conduct thorough screen with candidates for availability, interest level, salary range, relocation needs, and basic qualifications and ensure timely and accurate documentation in the applicant tracking system.
- In coordination with the recruiting team, communicate to candidates a compelling and consistent message that aligns with the company brand and values ensuring a positive candidate experience.
- Track, monitor and report on recruitment sourcing activities.
- Document post-interview feedback with interview teams and candidates.
- Maintain accurate and well-ordered documentation on all candidates, searches, hiring manager's interactions, and other recruiting activities to ensure compliance
- Assist with special recruiting projects as needed.

Requirements:

- Bachelor's Degree (BA or BS) required.
 - Minimum 3 years of full cycle recruiting/sourcing experience in a corporate staffing, professional search or agency setting.
 - Experience with Boolean logic, hands-on knowledge of LinkedIn Recruiter required.
 - AIRS Training or certification, a plus.
 - Proven passive recruiting skills, i.e. cold calling, training in behavioral interviewing assessment, customer management skills, success building pipelines and employment branding.
 - Experience with Applicant Tracking software, UltiPro experience, a plus.
 - Experience with Google Analytics, a plus.
 - Team player with a high sense of urgency and ability to adapt to a quickly changing environment.
-

- Excellent communication and interpersonal skills with proven ability to take initiative and build strong productive relationships.
- Superb customer focus & strong customer consultative skills.
- Self-motivated, strong time management, and organization skills.
- Proficient in the Microsoft Office: Word, Excel, Outlook.
- This position is subject to a background, credit & reference check.

To Apply Please apply at the following web address:

https://www5.ultirecruit.com/CIM1000/JobBoard/JobDetails.aspx?_ID=*05FE08C9B475243E

Bighorn Golf Club has an immediate opening for a full time bi-lingual **HR Administrative Position** in our Human Resources Office. We are seeking a motivated individual with at least 4 years of previous experience in HR and payroll. Duties include, but are not limited to, benefit administration, and the ability to deal with confidential issues with tact and discretion. Candidate must be able to deal effectively with deadlines and work extremely well under pressure.

Only candidates with a great attitude and an eye for detail need apply. If you meet the above criteria we welcome your submittal of your resume to hrreception@bighorngolf.com Attention: Human Resources, or by mail 941 Andreas Canyon Dr. **Palm Desert**, CA 92260.

Randstad Human Resources is a nationwide leader in human resources staffing and is part of the international Randstad organization, the second-largest HR services provider in the world. Randstad Human Resources is looking for an **HR Compliance Manager** with 3-5 years of experience working within the compliance, project management, and immigration arenas. The ideal candidate will have solid HR experience along with strong project management in the areas of tracking compliance statuses. Must have strong I-9, E-verify, background check, and regulations experience. 75k annually. BA/BS in HR or related field. PMI Certification strongly preferred.

For more information, please respond with interest and resumes along with salary requirements to juelyie.lee@randstadusa.com

HR Manager

Pacific Park - **Greater Los Angeles Area**

JOB DESCRIPTION:

The Human Resources Manager will direct and lead the HR team to establish and achieve both company-wide and department-wide initiatives. This candidate will report directly to the VP of Marketing and Administration. This will involve assisting with all initiatives related to employee recruitment, hiring, onboarding, development, and retention. This position is responsible for strategic direction and day-to-day operations of a fast paced and dynamic seasonal work team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Strategically guide and direct all areas of Human Resources for Pacific Park including recruiting, staffing, training, benefits management and labor law navigation. Position is responsible for annual planning in relation to the above.
- Work closely with senior executives to define HR strategy; specifically VP of Marketing and Administration and the CEO.
- Work cross-functionally on all employee relations and HR related documents and initiatives.
- Oversee all aspects of demanding recruiting and hiring process; research and recruit qualified candidates.

- Develop and manage company-wide policies as they relate to employee screening, hiring, tracking, processing, disciplinary action and terminations as needed.
- Develop and conduct new-hire orientation and ongoing training.
- Ensure employee handbook is in compliance with all state and federal employment laws, research, draft and execute annual changes to document.
- Develop and implement employee retention initiatives in order to reduce turnover and maximize employee engagement.
- Investigate and resolve employee relations issues.
- Assist management team with the implementation and communication of any new Human Resources programs and initiatives.
- Develop and implement communication strategies to ensure consistent associate communications occur and employee engagement in the business is maximized.
- Coordinate management training in terminations, promotions, performance review processes, safety, and sexual harassment.
- Manage Human Resource practices and benchmarking.
- Oversee company benefits plans, including facilitating annual enrollment process.
- Administer COBRA program for compliance.
- Keep records of all Human Resources files and benefits within compliance of all state and federal requirements.
- Conduct exit interviews to solicit employee feedback regarding employment satisfaction.
- Provide strategic insight and updated knowledge of local, state and federal employment laws and requirements for the company.
- Special duties as assigned by Vice President of Marketing and Administration.

DESIRED SKILLS & EXPERIENCE

- MUST have management and previous Human Resources Management experience.
- Hospitality, retail and/or seasonal employment experience preferred.
- Possess a bachelor's degree (BA) from a four-year college or university.
- Possess a PHR minimum, SPHR preferred.
- Have 5-7+ years related experience at the Manager level.
- Is a talented communicator in both verbal and written communication.
- Have a firm understanding of organizational development theories and techniques, business acumen, financial analysis, organizational behavior and conflict management skills.
- Possess a firm understanding of employment law.
- Must be a self-starter with an entrepreneurial attitude, with an ability to thrive in a fast-paced, rapidly evolving, hands-on environment.
- Ability to manage details and take direction.
- Must communicate effectively with the public, other Park staff, division managers and employees.
- Strong interpersonal skills and flexibility in work schedule.

COMPANY DESCRIPTION

Located on the world famous Santa Monica Pier, Pacific Park® is the family place to play! It's the West Coast's only amusement park located on a pier. Millions of visitors each year enjoy all the rides, games and fun you'd expect from one of Southern California's Leading attractions. Pacific Park® has it all... a dozen rides, midway games, ocean front specialty food outlets and seaside shopping.

PLEASE NO PHONE CALLS OR WALK INS

Respond to this posting with cover letter, resume and salary requirements.

Or, email to JKlocke@pacpark.com.

[http://www.linkedin.com/jobs?viewJob=&jobId=5236223&goback=%2Ebzo *1 *1 *1 *1 *1 *1 %2F105735&trk=NU_S_CMPY_FOL-jobt](http://www.linkedin.com/jobs?viewJob=&jobId=5236223&goback=%2Ebzo*1*1*1*1*1*1%2F105735&trk=NU_S_CMPY_FOL-jobt)

Vice President, People and Organization Development

Great Games Start with Great People! This is an exciting time to join us! Headquartered in **Santa Monica**, CA, Activision Blizzard is a global interactive entertainment software leader and the world's largest independent video game publisher.

The company's product portfolio includes Activision Publishing's Call of Duty®, and Skylanders Spyro's Adventure™ franchises and such established licensed properties as Spider-Man™, X-Men™, James Bond™, and Transformers™, as well as Blizzard Entertainment's World of Warcraft®, Warcraft®, StarCraft®, and Diablo® franchises.

Activision Blizzard is the umbrella organization over Activision Publishing and Blizzard Entertainment and provides corporate shared services such as Legal, HR, Finance, IT and Sales.

Key Responsibilities

Collaborating with key business executives and Human Resources organization, the VP of People and Organization Development will establish and lead a company-wide individual and organization development strategy that will ensure that Activision Blizzard attracts, retains and develops top talent for individual high performance. They will have enterprise-wide responsibility for creating the focus and momentum for building talent/leadership strength and depth, ensuring the organization has the requisite capabilities to meet current and future business needs. In addition have responsibility for defining the company's talent strategy and for creating an integrated and practical framework for developing leaders and managing talent globally. He/she will work to ensure a high performing organization focused on accomplishing business goals while building future individual and organization capabilities for the future. The candidate will work closely with the strategy and planning team to translate our business strategy into a cohesive people and development strategy.

Duties and Responsibilities

The focus will include all aspects of the employee life cycle from defining Employee Value Proposition to the Exit Interview process and everything in between:

Talent acquisition strategy and focus to build talent pipeline based on fully understanding and contributing to long term company strategy and being immersed in the day-to-day business/operational realities

- Selection testing and screening processes
- On-boarding tools and process
- Goal setting and performance management
- Talent and succession planning process
- High potential and leadership development
- Leadership coaching as well as building coaching skills in others
- Learning and development processes and training

In addition, the individual will also impact organization performance and employee engagement through:

- Ad hoc facilitation of key groups to improve performance or cross organization relationships
 - Consultation on org design and organization of the future
 - Culture building advisor
 - Change management leader
-

- Organization effectiveness
- Employee Survey tool, process and analysis
- Defining people metrics

Professional Experience/Qualifications

- Minimum 15 years of demonstrated, proven impact and results in building and implementing a strategy that built individual and organization capabilities
- An undergraduate degree or equivalent; MBA or Master's degree is ideal; Ph.D. is desirable.
- Strong knowledge and passion for building talent and organization capabilities
- Strong business and strategy skills
- Strong written and verbal presentation skills
- Ability to influence and lead change across the organization
- Credible, proven leadership, influence and relationship building skills
- Builds trust and rapport quickly and completely
- Outstanding collaboration /teambuilding/management & consulting skills
- Demonstrated strategic and thought leadership
- Highly developed facilitation skills of building consensus and resolving conflicts
- Strong project management and planning skills
- Highly motivated, self-starter and problem-solver
- Ability to travel as required

http://activision.taleo.net/careersection/10020/jobdetail.ftl?job=HUM00005V&lang=en&media_id=20176&src=LinkedIn_Slots

Regional HR Manager

Responsibilities:

Partner with Regional Operations and Sales Management to proactively monitor employee/labor relations issues, ensure effective communication with employees, enhance management-employee interaction and ensure consistent policy and procedure application, in all Human Resources areas. Facilitates and delivers corporate-initiated training programs. Oversees the region's recruitment function.

Minimum Qualifications:

- Minimum 5 years of progressive HR management or generalist experience
- SPHR or PHR certification
- Bachelor's degree in Human Resources or Organizational Development
- Exp. successfully supporting HR functions in a multi-site/state environment
- Bilingual English/Spanish communication skills
- Working knowledge of federal, state, and local employment law
- Ability to travel approximately 50%
- Transportation industry experience
- Proficient with MS Office

Location: **Fontana**, California
 14731 Santa Ana Ave
 Fontana, CA 92335
 (909)356-2808

http://www.linkedin.com/jobs?viewJob=&jobId=5236873&trk=rj_em&ut=3Ilb_YiCYx7BI1

HR Manager

Tax Credit Co. - Greater Los Angeles Area

Job Description

Tax Credit Co. is the fastest growing firm in the tax incentive advisory industry. As we continue to introduce new services and technology to the marketplace, more and more Fortune 500 and small/midsize companies turn to Tax Credit Co. to maximize available government incentives. This translates into exciting growth opportunities for our team members. We are looking for an experienced Human Resources professional ready to tackle the challenges of a rapidly growing company.

Our team is top-notch, and we want you to make it even stronger. There is no shortage of new challenges and the position has lots of room for growth. If you love challenges and view your work as a reflection of who you are, we want to talk to you!

We invite hard-working individuals with Human Resource management experience and passion for building a healthy and effective company culture to apply for the position of Human Resource Manager at the Tax Credit Co.

Responsibilities

- Recruiting
- Managing and implementing staffing plan.
- Managing the recruitment program, including developing job descriptions, posting requisitions, collaborating with recruiters, tracking applications, managing interview and job offer processes.

Policies and Procedures

- Developing, implementing, and maintaining human resource policies and procedures.
- Managing employee relations and HR policy implementation in multiple locations in multiple states.
- Developing and managing procedures related to employee performance and compensation reviews.
- Working with Legal department to ensure compliance will all applicable employment laws.
- Coordinating and administering workplace safety programs.
- Creating and implementing employee trainings regarding HR policies and procedures, safety, legal compliance, data security, and other relevant issues.
- Coordinating and implementing workplace environment compliance, such as OSHA requirements.

Compensation

- Developing job classifications as well as ratings of occupations and job positions.
- Maintaining current market salary data for all job classifications in multiple states.
- Developing and maintaining compensation ranges for all positions.

Benefits

- Establishing and maintaining benefits programs.
- Overseeing benefits and payroll administration.

Facilitation

- Building and maintaining a healthy and effective company culture.
- Developing and maintaining job classifications and job families.
- Counseling managers regarding employee relations, complaints, equal opportunity, harassment, employee discipline, disputes, policy questions, and recommend solutions.
- Administering disciplinary actions and terminations as necessary.
- Creating and managing employee social and team-building events.

Training and Career Development

- Creating and implementing new hire orientation and training programs.
- Developing and maintaining career development paths for all job families.

Records and Reporting

- Maintaining employee handbook in accordance with legal requirements and updated policies.
- Maintaining organizational charts for all departments company wide.
- Maintaining accurate and thorough human resources records and related documentation.
- Conducting analysis and compiling regular reports including HR related metrics.
- Coordinating with legal department regarding legal requirements, creating and updating employee policies, reporting and documentation requirements, written agreements, commission and bonus plans, and other related issues.

Desired Skills & Experience

- Required: Bachelor's degree in human resources, business management or related field of study.
- Preferred: Advanced degree, Human Resources Certification, Dispute Resolution training and certification.
- Experience:
 - 5+ years professional experience in Human Resources;
 - 2+ years at a Fortune 1000 company;
 - 2+ years at a under 200 employee company;
 - 2+ years at a consulting firm;
 - Hands on experience with mediation and dispute resolution;
 - Proven track record of successfully juggling multiple concurrent priorities to meet tight deadlines while providing exceptional service;
 - Demonstrated ability to quickly master complex new concepts and take ownership of projects with implacable follow through;
 - Hands on experience with Salesforce.com or a similar CRM tool.
 - Superb interpersonal and communication skills (verbal and written);
 - Impeccably organized with the ability to handle multiple tasks and priorities simultaneously;
 - Amazing attention to detail;
 - Critical thinking;
 - Working well in a very fast-paced environment with tight deadlines;
 - Being very flexible;
 - Excellent ability to use logic in solving new complex problems;
 - Thorough, proactive problem solving;
 - Outstanding ability to prioritize own work and work of others;
 - Able to work effectively on individual projects as well as part of a team; and
 - Proficiency with Excel, Word, PowerPoint, Access, and Visio.

Company Description

Tax Credit Co. is a national provider of tax incentive consulting, administration and technology, serving clients from Fortune 100 to small business. Tax Credit Co. helps clients increase earnings by optimizing the process of obtaining state and federal tax incentives, including state and federal research and development tax credits, state enterprise zone tax credits, national hiring incentives such as the Work Opportunity Tax Credit (WOTC) and other state and federal programs. Tax Credit Co.'s proprietary, next-generation software platform manages national tax credit screening and compliance for large, complex organizations. Tax Credit Co. is based in Los Angeles. For more information, please visit www.taxcreditco.com.

Additional Information

http://www.linkedin.com/jobs?viewJob=&jobId=5129430&trk=rj_em&ut=04fNhp_9sy7BI1

Leading global company is seeking a talented candidate for **HR Sr. Coordinator** in **Los Angeles**, California.

Company Description

Over forty years, the company has maintained a reputation as a leading food and consumer product manufacturer in South Korea. Since 2000, this company's business portfolio has expanded to cover four core areas: Food and Food Service, Bio Pharma, Entertainment and Media, Home Shopping and Logistics. In addition to sales, the company develops and disseminates information about North American trends related to its core interests. With these efforts, the company assists the parent company in Korea by developing new markets and creating business opportunities.

Job Scope and Responsibilities

Key Duties/Responsibilities

- Lead the recruitment strategy, sourcing techniques and implementation of innovative and efficient programs to ensure the hiring and retention of the best talent.
- Accountable for compliance with appropriate governmental and legal regulations, policies and procedures.
- Employee communications and team/morale building initiatives
- Experience handling worker's compensation claims
- Build HR strategy and recommend direction to management

Job Requirements

- BA/BS Degree or equivalent work experience required
- A minimum of 5 years' experience gained through increasingly responsible HR positions
- HR Certification a plus
- Korean & English bilingual preferred
- Deep understanding of federal and state employment laws.
- Strong interpersonal, analytical, organizational and communication (verbal and written) skills
- HR strategy and planning experience required

Information about this position is available from Sunghyun Lee.

201-567-1500 Ext. 206

HR Business Partner (Principal HR Generalist)

Position Description

Imagine playing a role in changing what it means to live with chronic disease. At Medtronic, you can! Come be a part of our mission and help us alleviate pain, restore health, and improve lives!

The Principal HR Generalist will be responsible for the successful implementation of HR-related processes, practices, change initiatives and outcomes for Field Sales and Marketing functional groups in order to maximize achievement of Medtronic Diabetes' short- and long-term business goals.

Position Responsibilities

This role will report to the Sr. HR Director and will provide HR partnership to assigned client groups with the full range of HR activities as follows:

- **Organization Development:** Identify opportunities to influence and improve organizational performance through purposeful interventions. Examples of this work include partnering cross-functionally and with organization leaders to help them implement sound communication practices, plan for and facilitate strategic initiatives and support cultural change initiatives.

- HR Processes: The Principal HR Generalist will be responsible for leading the performance management cycle, talent development and organizational planning. This also includes reviewing quarterly data regarding turnover and participating in analysis of exit interviews.
- HR Projects/Initiatives: Lead specific projects as assigned. Demonstrate commitment to the process of continuous improvement through individual and team-focused goals and activities. For example, employee Engagement and Retention.
- Employee Relations, Performance Management: Anticipate, identify and facilitate resolution of employee relations issues and performance management consulting. Act as internal consultant, identifying and partnering with others as appropriate, in addressing issues (e.g. employee morale, interpersonal problems, work conditions, etc.). Provide counsel and facilitate conflict resolution to address issues for both employees and managers in a manner consistent with Medtronic policies, practices and legal considerations.
- Communications: Partner with client leaders to ensure effective internal and external communications for their organizations.
- Talent Management/Development: Partner with HR colleagues and management on execution of talent management practices/activities to accelerate development of leadership and people management capability ensuring the right people are in the right positions to support growth initiatives of the organization. Assist in identifying competency and skill gaps to provide leadership and people management development planning.
- Talent Acquisition: Coordinate managerial, professional, technical and hourly staffing processes with site Leadership staff, HR business partners and hiring managers. May be responsible for managing internal development assignments, internships programs, as well as presenting New Employee Orientation.
- Compensation/Total Rewards: Execute compensation programs. Advise and counsel management in the effective use of rewards and recognition to support the attainment of business objectives. Coach and consult managers as needed on compensation philosophy to ensure pay practices remain fair and competitive.
- Diversity & Inclusion: Responsible for supporting the Affirmative Action Plan (AAP) for the site. Responsible for reporting on AAP and diversity and inclusion goals to site Sr. Leadership staff, management and HR. Working with talent acquisition, implement recruiting strategies to ensure timely recruitment of high quality, diverse talent to meet AAP and diversity and inclusions goals aligned with business needs.

Basic Qualifications

- Bachelor's degree
- 7+ years of progressively responsible experience in HR
- Successful track record as an HR generalist with involvement in organization design and development, change management, process improvement, employee relations, compensation and benefits, employment and employee training and development.
- •Excellent oral and written communications; effective interpersonal skills with the ability to influence and lead others.
- Results oriented and a strong sense of urgency; ability to prioritize rapidly and strong problem solving skills; excellent decision making/analysis skills; ability to manage multiple projects simultaneously.
- Demonstrated experience & comfort level developing and delivering presentations
- Strong relationship building skills and HR Consulting skills
- High sense of urgency in providing a strong level of service and follow through.
- Strong employee relations/investigation experience
- Demonstrated experience in developing and implementing change initiatives

- Experience in a global, matrix management structure
- Track record of bringing tangible value to business.
- Knowledge of employment law
- Experience with HR systems such as PeopleSoft, PeopleFluent, etc.
- High proficiency in Microsoft Office Applications (Word, Excel, Outlook)

Desired/Preferred Qualifications

- Preferred bachelor’s degree in HR or Business
- HR Masters or MBA with HR specialization
- Field Sales or experience working with remote employees strongly preferred
- Senior Professional in HR with SHRM accreditation.
- Strategic design/ change management experience
- Knowledge of immigration practices, H1-B visa, and other work visas.
- Demonstrated experience managing change initiatives
- Compensation experience
- Strong business acumen
- Project Management skills
- Previous experience working in a fast paced organization and a fortune 500 company
- Previous experience working in a healthcare organization or medical device company
- Knowledge of Medtronic Diabetes

Physical Job Requirements

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Standing, sitting, walking, lifting a minimum of 10 lbs.
- Must be able to use computer (hand, eye, fingers dexterity).
- While performing the duties of this job, the employee is regularly required to talk, hear, and input data into a computer.

To apply, follow the link to the posting:

http://careers.peopleclick.com/careerscp/client_medtronic/external/gateway.do?functionName=viewFromLink&jobPostId=165113&localeCode=en-us

Compensation Consultant (FT role)- 90-110k- Mid-Wilshire district. Great opportunity to build process and think proactively as a consultant. Must be willing to handle administration yet offer guidance on how to improve systems. This organization offers exceptional benefits.

Brooke Harris-Fisher, Senior Consultant
 4D Executive Search
 16255 Ventura Blvd. Suite 1012, Encino, CA 91436
 818.528.6756 W or 818.802.9977 C
brooke@4Dexecutivesearch.com

HR Administrator- Bio/Pharma- Westwood- This is a high growth company working for an incredibly dynamic team. They have grown from 4-55 people in under two years and are continuing to add great talent. We are looking for a solid Generalist with two plus years’ experience in HR. If you are detailed oriented, driven and have the desire to grow your career, this is an awesome opportunity.

Brooke Harris-Fisher, Senior Consultant

4D Executive Search
16255 Ventura Blvd. Suite 1012, Encino, CA 91436
818.528.6756 W or 818.802.9977 C
brooke@4Dexecutivesearch.com

Director of Talent Management- 180kish- Downtown LA- If you like building programs, **entertainment and sports** this role is an amazing opportunity. The role will focus on improving the Talent Acquisition function by creating metrics, recruitment process and branding, a campus program in addition to building an internal succession and ex-pat relocation program.

Brooke Harris-Fisher, Senior Consultant
4D Executive Search
16255 Ventura Blvd. Suite 1012, Encino, CA 91436
818.528.6756 W or 818.802.9977 C
brooke@4Dexecutivesearch.com

Contract Recruiters- We are always looking to add additional contract recruiters to our network as these jobs come in weekly.

Brooke Harris-Fisher, Senior Consultant
4D Executive Search
16255 Ventura Blvd. Suite 1012, Encino, CA 91436
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brooke@4Dexecutivesearch.com

HR Generalist - Ontario

We're not just hiring, we're building a better company. Since 1883, Leggett & Platt (NYSE: LEG) has been creating a wide variety of innovative products that can be found in most homes, offices, and automobiles. Today our growing company consists of over 18,000 employee-partners in 130 manufacturing facilities throughout 18 countries. We are always looking for talented...

Read full description and apply at <http://is.gd/0Lxoom>

Field HR Business Partner

Company: ADP
Location: **Culver City, CA**

Requisition #: 56345
Job Title: Field Human Resources Business Partner

At ADP we are driven by your success. We engage your unique talents and perspectives. We welcome your ideas on how to do things differently and better. In your efforts to achieve, learn and grow...

Read full description and apply at <http://is.gd/GzOPqm>

HR Assistant at Vanguard University in **Costa Mesa, CA**

The Human Resources Assistant is responsible for data entry into the HRIS Systems, while providing excellent customer service to all of our clients. In addition, this person provides administrative support to the Office of Human Resources. The position reports to the HR Supervisor, with dotted line responsibility to Human Resources Director.

Read full description and apply at <http://is.gd/FSj0I7>

I have an immediate opening for a **senior recruiter** (exec level recruiting exp.). I am only interested in candidates who have experience with Gold Mine CRM.

The assignment is full time for 3 months or more. The contractor can work remotely from their home office.

The hourly rate is competitive based on experience level and proficiency with Gold Mine.

Please forward resumes with the above must haves directly to my attention to: sataei@morgansamuels.com

HR Manager

Space Exploration Technologies - **Greater Los Angeles Area**

Job Description

Human Resources Manager - As a key member of the Human Resources team, you'll play a critical role in partnering with our business leaders, helping them to build and develop their fast-growing organizations and ensuring that all human resource decisions are data-driven. You will act as a coach and facilitator providing solutions to both tactical and strategic human resources challenges.

Responsibilities

- Be an internal consultant to your client group, providing hands-on HR support in order to achieve business objectives
- Lead employee development initiatives maintaining measurement and impact analysis
- Partner with specialist areas such as training, staffing and compensation to ensure cohesive implementation and progression
- Build and maintain relationships with various client groups and serve as a liaison in the management and resolution of employee relations issues
- Assess development needs and facilitate training solutions that support improvement of employees skills, capabilities, and professional development
- Analyze and act upon all human resources related data especially that related to performance management and growth
- Participate in broadening the horizons of Human Resources through sharing energetic and creative ideas

Desired Skills & Experience

Requirements

- Ability to partner with leaders in a fast paced and dynamic environment
- Must have proven success in an Employee Relations role
- Excellent influencing and negotiation skills
- Extensive experience coaching management in employee relations
- Strong analytical, problem solving, organizational and relationship management skills
- Bachelor's degree or equivalent experience
- 10+ years of experience in human resources with a strong generalist background
- Demonstration of steady progression of complex projects and achievements for the last 7+ years.
- Strong evidence of stretch assignments that are evidence of superior performance in previous roles.

Preferred Requirements

The ideal candidate will have had experience in both an established leading Fortune 500 organization and in a less mature/start up organization where growth demands an extremely flexible approach.

Advanced degree from a top tier graduate school. (MBA or Masters in HRM preferred)

SpaceX offers one of the best environments in the world for employees to learn, build real working systems and tackle exciting challenges every day. We operate in a fun, casual work environment and have great benefits including: competitive salary, stock options, medical/dental insurance and free gym memberships. By joining the SpaceX team, you are not just a part of history, you are making it.

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.

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

Those applicants requiring reasonable accommodation during the application/interview process should notify us at (310) 363-6000.

Company Description

Space Exploration Technologies

Work to advance the course of human history and pave the way to Mars. 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 by any reasonable standard, 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 seeking 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 www.spacex.com for additional information.

Director of Human Resources

Jackson National Life - **Greater Los Angeles Area**

Job Purpose

The HR Director develops strategic, consultative relationships with area managers and provides proactive, comprehensive human resources solutions and support to the various business units. The Director manages HR programs/activities and implements various HR-related initiatives in conjunction with field HR management.

Essential Job Duties & Responsibilities

- Maintains open and effective communication with management and staff by developing a strong understanding of the functions, issues and human resource needs specific to the office being supported
 - Consults with management to identify and fill open positions, sources and screens qualified applicants for
-

- employment, and provides recommendations to management
- Serves as the HR liaison between National Planning Corporation (NPC) and Home Office Human Resources
- Provides proactive solutions to employee relations issues and advises on corrective action situations
- Supports the various HR functional areas which include benefit and compensation administration
- Coordinates all components of the selection and pre-employment processes, including testing, background investigations, working with executive search firms, and serving as a relocation liaison between new hires and the company's relocation resources
- Prepares and delivers presentations to management on Human Resource-related issues
- Other Duties
- Manages projects and special assignments, as required.
- Other duties as assigned.

Desired Skills & Experience

Job Requirements (Knowledge, Skills & Abilities)

- Excellent oral & written communication skills
- Strong organizational skills emphasizing the ability to prioritize tasks and projects to meet deadlines
- Solid interpersonal and customer service skills
- Evidence of the practice of a high level of confidentiality
- Expert knowledge of HR best practices, California state and local employment law, as well as federal EEO, ADA and FMLA guidelines and regulations
- Ability to interpret and communicate Jackson's HR policies and procedures tactfully, objectively, and effectively with all levels of associates within the organization
- Excellent interpersonal and coaching skills
- Ability to effectively administer benefits and compensation programs and other Human Resources programs
- Excellent computer skills in a Microsoft Windows/Office environment. Excel and demonstrated skills in database management and record keeping required
- Education & Experience Required
- Bachelor's degree, preferably in Human Resource Management/Industrial Relations (MS degree or coursework in HR/Industrial Relations a strong plus)
- 8 + years hands-on HR Generalist experience, including recruiting and associate relations

Jackson offers an outstanding benefits package including competitive pay, bonuses, comprehensive health insurance benefits, a 401(k) retirement plan with matching, and a college tuition reimbursement program for employees and eligible dependents. Online applications requested. Contact human.resources@jackson.com for alternate formats for accommodation. Equal Opportunity Employer

Company Description

Jackson offers an outstanding benefits package including competitive pay, bonuses, comprehensive health insurance benefits, a 401(k) retirement plan with matching, and a college tuition reimbursement program for employees and eligible dependents.

Jackson is one of America's largest life insurance companies and a leading provider of variable, fixed and fixed index annuities. The company also offers life insurance and institutional products and, through its affiliates and subsidiaries, provides asset management and retail brokerage services.

Please visit our website at www.jackson.com for more information.

Field HR Manager

The Opportunity:

This field based position will partner with restaurant operations and support the HR systems for approximately 40 restaurants. This key position acts as an internal consultant to multi-unit managers and restaurant GMs in the areas of talent acquisition and management, complaint resolution, succession planning, HR specific training, and general HR support. We will be more than happy to train the finalist for the position, providing he or she has solid leadership, organizational, and communication skills, along with a solid background in complaint resolution, investigations and recruitment. This opportunity is available now and will be based out of our Restaurant Support Center in **Cypress**.

The Company:

Real Mex Restaurants has close to 125 restaurants and seven brands including Chevys Fresh Mex, El Torito, and Acapulco. We are under new ownership and are working hard to reinvent ourselves. While our brands are tried and true and we are proud of our heritage, we also embrace our position in the marketplace as the largest operator of full service Mexican restaurants in the nation. We offer an environment where change is the order of the day and innovation is the key to prosperity in the future. If you have a desire to lead change and make an impact every day on restaurant operations and the guest experience, we need to talk!

Responsibilities:

Specific key responsibilities will include:

- Oversee Employee Relations and the Complaint Resolution Process for the restaurants in our territory.
- Ensure compliance with federal and state labor laws.
- Develop and execute recruitment strategies that attract passive job seekers for restaurant management positions including Chef, Manager, General Manager and Regional Director.
- Partner in the selection and hiring process to screen out the bad and maximize good hires with tons of potential.
- Act as the internal consultant, advising restaurant management on a variety of value added services including performance management, succession planning, needs analysis, employee morale, retention strategies, etc.
- Provide human resources related training (one on one and workshop facilitation).
- Ensure that key HR systems are being properly executed in the restaurants under your supervision.

Qualifications:

The Requirements

- Minimum two years HR experience working in a multi-unit retail. environment, preferably restaurant.
- 4-year college degree or equivalent experience.
- Demonstrated proficiency in both recruitment and employee relations.
- Thorough knowledge of Federal and State employment laws.
- Excellent verbal and written communication skills and with the ability to listen attentively.
- Prior restaurant experience at any level is a plus.
- The ability to travel up to 40% of the time (visiting restaurants several times a week and traveling outside of northern California once or twice a month on average).
- 50 hour work week with occasional weekend work is required.
- Bi-Lingual English/Spanish required

Benefits & Compensation:

- Competitive salary
- Paid vacation and sick leave

- Comprehensive Benefits Package including medical, dental, vision, EAP and life insurance
- 401(k) program
- Quarterly Meal allowance to dine in our restaurants with family and friends

Espie Valencia, Sr. Human Resources Manager
T. (562) 346-1219 F. (866) 301-2043
espie.valencia@realmexrestaurants.com

HR/Office Administrator

A client of mine in the city of **Fontana** is looking for an HR/Office Administrator to oversee both their West coast and East coast operations.

This person will be responsible for the following:

- Providing support for payroll
- Administration of Policies and Procedures
- Hiring and training
- Benefits- work comp and annual reporting, administer vacation, sick leave, holiday pay
- Scheduling employee reviews
- Incentive programs
- Discipline and termination policies
- Administrative and project management support to the executive committee: prepare minutes for the board of Directors, prepare documents etc.

Requirements:

- Bachelor's degree in HR or related field of study
- A minimum of 5 years of experience
- Proficiency in MS Office Suite

Please send your resume to Melissa Eshaghian if interested.

meshaghian@Boltonco.com

I am helping a friend search for candidates as his previous HR rep took another position and now has an opening. See below and attached for more information.

A small family owned chemical manufacturer in **Pomona**, CA is looking for an **HR Generalist** to be their one-person HR Department. Candidate needs to be well rounded in all aspects of hiring, benefits, payroll, policy administration, employee relations, etc. Roughly 15 employees and may require some travel as needed to trade shows, company events and assist develop a new warehouse/distribution center in the east coast. Pay is around 40k/yr DOE. Looking to conduct interviews this week and hire ASAP.

Please forward resume/contact information directly to me: melvinwong.phr@gmail.com

There is a **temporary** position open for a **Benefits & Compensation Manager** in **Santa Monica**. This is a temporary position (3 - 5 months) with the potential to become permanent as the seat is vacant.

If interested, please email me at: j_knapp@crownpoly.com and I will be happy to give you the contact info so you can get additional information.

Compensation Consultant

I wanted to reach out to share an opportunity I am currently working to see if you may know of someone who would be a good fit. My client is based in the **Mid-Wilshire** district and looking for a Comp Consultant (a FT role).

The role will pay around \$90k but we can also look at more junior individuals as well. The company is going through a transition from an administrative comp function to a more consultative approach. This person should be very patient in dealing with the current systems which are very cumbersome but be inspired to bring new ideas to the table to help transition the department to new ways. This organization is very stable, has great people, awesome benefits and a lot of growth potential.

If you know of anyone I should reach out to or that you want to forward this onto, I would greatly appreciate your suggestions.

Robin Levitt, President
4D Executive Search
16255 Ventura Blvd. Suite 1012 Encino, CA 91436
robin@4dexecutivesearch.com
818.528.6762 Work 818.253.1150 Cell

I currently have a client located in Rancho Dominguez that is looking for a part-time Bilingual **HR Clerk**. Initially it will be 25-30 hours/week but will probably be increasing to full time hours down the line. They need 1-2 years of basic HR knowledge and terminology experience. It is paying around \$14/hr.

Megan Finan
mfinan@aerotek.com

We are looking for an **HR Coordinator** for our client in **Glendale, CA**

RESPONSIBILITIES

- Serve as first point of contact with all employees below Vice President level regarding individual inquiries
- Execute all on-boarding related activities, including: OMCR completion, orientation enrollment/facilitation, badge/HUB sign-on, initial meet and greet schedules, workspace and equipment confirmation, etc.
- Execute all off-boarding related activities
- Establish and maintain effective working relationships with all internal groups to facilitate exchange of information, including EAS, LOA, Benefits Center, Corporate Employee Records, Payroll, and others
- Facilitate and track processes related to the above
- Maintain and update org structure and organization charts on a monthly basis
- Maintain personnel files
- Serve as intake for any ER-related claims; document, counsel and elevate as necessary
- Coordinate projects such as mergers/acquisitions, integration, and other segment- and group-wide processes in collaboration with the HRBPs and other HR discipline team members as required
- Perform other related duties as assigned or requested
- Process status changes for transfers, promotions and classification changes
- Process terminations including completing paperwork, coordinating final checks and scheduling/conducting exit interviews
- Keep pulse on the organization; identify and inform leadership of trends with the employee base

REQUIREMENTS

- Bachelor's degree required
 - Minimum 1-3 years of experience in an HR or customer/client service oriented professional role
 - Approachable style; ability to connect with employees and establish rapport
-

- Strong verbal and written communication skills
- Exceptional organizational skills, detail oriented, ability to handle multiple tasks and assignments
- Demonstrated effective time management skills to ensure all projects are completed in an effective and timely manner
- Proficient in Microsoft Office: Word, Excel, PowerPoint, & Outlook and SAP

Rob Bertino, Senior Technical Recruiter
 1325 S. International Parkway, Suite 2201
 Lake Mary, FL 32746
rbertino@softwareresources.com
 Phone: (407) 936-9514 or Toll Free: (800) 774-8036

Need a **Director of Finance** for a Boutique 5 Star Hotel in **Santa Monica**.
 Brenda Trujillo, PHR at 562-888-9191 or Resumes to Brenda@BowenMeyers.com

I am looking for an **HR Coordinator** to work with me at Easter Seals **Southern CA**, Autism Services. Our office is in the back yard of the Fox Hills mall. We are a non-profit so the pay will be 17 to 18 an hour.

We are extremely busy, need someone who is very detailed orientated and can function in a chaotic atmosphere. We are growing very fast and have some real growing pains. Lots of paperwork, actual paperwork.

Strong Computer skills, excel is a must, prior knowledge of basic HR principles. Great customer service attitude, wants to be able to contribute and will jump in where needed. Able to work independently once they understand their role, but also be a part of the HR team.

Michele J. Oviedo, Human Resources Director, North
 Easter Seals Southern California Autism Services
 6076 Bristol Parkway, Suite 105, Culver City CA 90230
 310-642-7700 ext 232 310-645-0394 fax 714-673-9229 cell
Michele.oviedo@essc.org

Organizational Development Consultant
 PIH Health - **Greater Los Angeles Area**

Job Description

PIH Health in Southern California located in the Los Angeles County has an opening for an Organizational Development Consultant.

Reporting to the Director of Organizational Development and Education, the Organizational Development Consultant functions as an internal consultant and provides a large range of skills to align organizational culture with PIH Health's vision and strategy including change management, leadership development, coaching, organizational assessment and culture. The OD Consultant evaluates people systems, structures and culture in order to identify gaps, recommend solutions, deliver services and manage organization-wide projects that support the overall mission, vision and values of PIH Health.

Desired Skills & Experience

Ability to make formal presentations on a variety of related leadership/human resources topics, ability to influence leaders and establish collaborative partnerships; strong strategic planning and operational implementation skills, ability to effectively manage dynamic projects with multiple priorities; ability to work collaboratively with a variety of people and team members to ensure strong leadership, coaching and consulting skills. Knowledge and experience with teaching and training, use of A/V equipment and adult-learning techniques.

Requires: 5 plus years of professional-level experience in training, organizational development, human resources development, and/or consulting experience. Bachelor's Degree in related field required
Advanced degree (MS or higher) in OD, industry or related field preferred.
Company Description

Beyond the benefits that come with working for the area's leading community healthcare provider – one that also recognizes the need to ensure patient safety and comfort – you'll enjoy an extremely competitive compensation and benefits package. Plus, we use team concepts to encourage professional growth and development.

As an Integrated Delivery System (IDS), PIH Health provides a range of healthcare services to better serve its community. The IDS offers quality healthcare across multiple service lines, including utilization of primary care teams to provide general medicine and preventative care; access to emergency and urgent care, home health services and hospice; a network of over 180 specialists via PIH Health Physicians; and more. PIH Health is a 400-plus bed acute care, nonprofit hospital that was founded in 1959 and today serves nearly 1.5 million residents in Los Angeles, the greater San Gabriel Valley and Orange County areas. PIH Health Physicians is comprised of a nonprofit medical foundation and a large independent physician association (IPA), related to PIH Health, which has over 130 primary care and 160 specialty care physicians. The medical foundation includes 17 medical office locations.

PIH Health
12401 Washington Blvd., Whittier, CA 90602
Phone: 562.698.0811

HR Manager

Payment Systems Corp. - Greater Los Angeles Area
Job Description

The Human Resources Manager will support our Director of Human Resources across both company-wide and department-wide initiatives as the company continues to experience rapid-growth. You will have the opportunity to help lead our Human Resources department while collaboratively defining the culture of an exciting, fast growing organization.

Responsibilities

- Work closely with HR Director to define HR strategy
- Interact with our nationwide HR team to bridge communication and ensure consistent practices
- Develop and implement employee retention strategies in order to reduce turnover and maximize employee engagement
- Support a team of 5 HR staff located across the nation
- Investigate and resolve employee relations issues
- Implement communication strategies to promote consistency and transparency
- Coordinate management training in interviewing, hiring, terminations, promotions, performance review process, safety, and sexual harassment prevention
- Assist management team with the implementation and communication of any new Human Resources programs
- Manage Human Resource benchmarking and metrics
- Create and implement Human Resource policies and procedures to maximize efficiency
- Plan and conduct new employee orientations
- Manage 401(k) administration
- Keep records of all Human Resources files and benefits within compliance of all state and federal requirements
- Conduct exit interviews to solicit employee feedback regarding employment satisfaction

- Coordinate and design company-wide training programs for continued learning

Desired Skills & Experience

Education/Experience

- Bachelor's degree (BA) from a four-year college or university.
- 5 years related experience • Strong background in employee relations
- Are a talented communicator in both verbal and written communications
- • Have a firm understanding of organizational development theories and techniques, business acumen, financial analysis, organizational behavior and conflict management skills
- Must be able to maintain strict confidentiality
- Possess a firm understanding of employment law
- Must be a self-starter with an ability to thrive in a fast-paced, rapidly evolving organization

Company Description

Payment Systems is a leading full service electronic payment processing organization, providing a complete range of payment acceptance solutions, equipment leasing programs, and support networks. By leveraging our nationwide footprint and teaming with industry leaders Payment Systems offers innovative, customized solutions and seamless integration to businesses requiring our services. Payment Systems is registered as an authorized organization with Visa, MasterCard, AMEX, Discover, NYCE, Wells Fargo Bank, NA, and other industry leaders and affiliate partners. These strategic relationships allow Payment Systems to position itself as a competitive leader in the market with a credible nationwide footprint.

Credit card processing and financial services firm with seven locations nationwide in Los Angeles, San Diego, Dallas, and Orlando, FL. Offering merchant services, hardware and software solutions, EMV and NFC technology, POS systems, website integration, gift cards, check services, private label cards, and PCI compliance products to businesses.

http://www.linkedin.com/jobs?viewJob=&jobId=5208960&trk=rj_em&ut=0LqS6gtA0Grll1

Global Mobility Programs Manager

Esri - Greater Los Angeles Area

Job Description

Overview:

Serve as the subject matter expert on all activities relating to global immigration processing and Esri's global mobility program. You will collaborate with HR business partners and management to develop, improve, and implement programs, policies, and administration of the global immigration and mobility process to meet business objectives.

Responsibilities:

- Develop and implement a global approach to immigration compliance for both locally employed foreign nationals and temporary foreign national assignees
- Develop and implement a set of tools to streamline the administrative processes related to work authorization on a global basis
- Prepare and review nonimmigrant and immigrant visa petitions in support of foreign national employees, expatriates, and new hires within the scope of relevant US federal regulations
- Provide support to staffing function by identifying and implementing innovative employment visa solutions
- Meet and consult with key management to identify needs and develop an effective strategy to address workforce and staffing challenges
- Research foreign statutory requirements for labor and employment including transition of foreign staff,

compensation, benefits, leave, work authorization, and termination provisions

- Provide additional support to HR projects and functions

Requirements:

- Bachelor's in human resources, business, international business, or related field (master's preferred)
- Three or more years of US and global immigration experience with significant, verifiable success in placing both expatriate and home country citizens as employees in company offices worldwide
- Strong project management and vendor management experience
- Excellent organizational skills, attention to detail, and written and verbal communication skills
- SAP or similar ERP HR experience
- Microsoft Office Suite experience

Desired Skills & Experience

- Foreign language and international work experience
- SHRM certification

Company Description

Our passion for improving quality of life through geography is at the heart of everything we do. Esri's geographic information system (GIS) technology inspires and enables governments, universities, and businesses worldwide to save money, lives, and our environment through a deeper understanding of the changing world around them.

Carefully managed growth and zero debt give Esri stability that is uncommon in today's volatile business world. Privately held, we offer exceptional benefits, competitive salaries, 401(k) and profit-sharing programs, opportunities for personal and professional growth, and much more.

http://www.linkedin.com/jobs?viewJob=&jobId=5301169&trk=rj_em&ut=2h_y0xD0MKrll1

HR Generalist

Nakajima USA - Greater Los Angeles Area

Job Description

Nakajima USA is looking for an experienced HR Generalist with a background in retail/wholesale, multi-state employment. This full-time position is located in the Torrance, CA corporate office.

This is a great opportunity for an individual with a minimum of 5 years of HR experience, who is the first point of contact for HR-related questions from store managers located in multiple states.

Knowledge of compensation, performance management, training and employee development, benefits, leaves of absence and payroll oversight is required.

REQUIREMENTS:

- Strong interpersonal and communications skills both verbal and written.
- Knowledge of Federal and multi-state employment laws, including ADA, Title VII, EEOC, FMLA, FLSA, and California intricacies.
- Ability to identify and resolve problems quickly and accurately.
- Ability to work independently and with all levels of employees and management.
- Ability to interpret company human resources policies and develop or revise as necessary.
- Ability to supervise and manage payroll processing, monitor leaves of absences and workers' compensation for all locations.
- Ability to perform routine administrative tasks to ensure HR processes are completed accurately, on time and in accordance with established HR policies and processes.

Desired Skills & Experience

EDUCATION & EXPERIENCE:

- 5+ years as a Human Resources Generalist, preferably in a multi-state environment.
- Prior experience with California pay practices required.
- Proficiency in Microsoft Office and HRIS software – Millennium a plus.
- Bachelor's degree in human resources or related field.
- PHR strongly preferred.
- Include salary history and requirements.

Company Description

Nakajima USA, established in 2000, is a manufacturer of licensed plush, collectible and seasonal toys, lifestyle goods and trend character merchandise. Nakajima USA has produced an extensive range of items for global brands including Sanrio, Disney, and Warner Brothers, and sells to major retailers such as Target, Toys'R'Us, Claire's, Spencer's and other independent and chain specialty retailers.

<http://www.nakajimausa.com>

HR Generalist - Supply Chain Services at Domino's – **Ontario** (Job Number: O-HRSCS)

Description

(20%) Develop and Conduct Human Resource education and skills training

- Develop and conduct Human Resources education training classes and workshops (Employee Relations, Sexual Harassment, Positive Employee Relations, Diversity, Workforce Readiness etc.). Coordinate training classes, sites and attendees, track attendance and results
- Leadership Development: Manage development plans for GM Development Program candidates, Talent Board Candidates. Manage special projects, webinars, etc. for development.
- Develop and conduct skills training classes and workshops (Interviewing, Recruiting & Selection, Leadership Training, Employee Benefits, & Compensation Programs, etc.), coordinate training sites/webinars and attendees, track attendance and results

(20%) Investigate Employee Relations issues and Promote a Positive Work Environment

- Conduct initial investigations of employee complaints, document findings, analyze situation for potential liability, and forward to PeopleFirst Director or Legal as necessary.
- Review and approve all involuntary terminations and documentation that support termination.
- Conduct research for current claims to include on site interviews, documentation retrieval, and governmental contacts (as necessary).
- Conduct proactive employee surveys, listening sessions, focus groups, and one-on-one discussions to promote positive work environment; analyze results and provide recommendations to Directors.
- Monitor and assist Director's with action plans of team members.

(20%) Analyze Recruitment Needs in difficult markets and Develop Strategies to insure adequate staffing levels

- Manage recruitment process for all Req positions, including sourcing, screening, interviewing, hiring and first month training.
 - Manage Turnover Analysis. Ensure Action Plans are in place for any DC under goal, review analysis each period with under-performing Supply Chain Centers.
 - Diagnose root cause recruiting issues and manpower needs in difficult markets for hourly teams (e.g. high turnover, high absenteeism, etc.), develop recruiting strategies and action plans, execute actions plans along with Directors, and track performance
-

- Maintain quality control by insuring recruiting systems, documentation, etc. are in place and being used consistently within stores and the market area.
- Conduct exit interviews for departing team members and provide feedback through reports to Director's and PeopleFirst Director

(20%) Administrative

- Follow-up on drug testing compliance, motor vehicle re-run violations, new hire legal compliance, worker's compensation issues, unemployment claims and DOT reviews as necessary, etc.
- Conduct HR System Audits to monitor recruitment practices, employee morale, HR poster compliance, wage and hour compliance, new hire processes and involuntary termination appropriateness
- Run and communicate HRIS reports each period, review new hire packets, PeopleSoft responsibility

(20%) Project Planning & Objectives Implementation

- Assist PeopleFirst Director on National Projects for DPD Implementation and rollout in designated markets
- Together with the PeopleFirst Director, set quarterly objectives for designated market and manage the completion of goals

Qualifications

- Bachelor's degree in Human Resources or related field required
- Minimum of 5 years HR generalist experience required (to include recruiting, employee relations, training, compensation and benefits, HRIS administration)
- Outstanding interpersonal and communication skills required
- Outstanding motivation skills and positive attitude required
- Ability to schedule, coordinate, and monitor multiple activities ("multi-tasking") required
- Capability with PeopleSoft, MS Office applications (Word, Excel, PowerPoint) required
- Travel is required – minimum 50%

<http://tinyurl.com/ccjgae>

Team Leader

Our client desires someone who can lead and support fast paced growth in a global company. Someone with strong business acumen who has proven success leading a high-performance team. We have been asked not to share a profile at this point. I'll share what I am able:

- Compensation: Max is probably around \$140K base + bonus + options
- Industry: Someone who has had exposure to industrial manufacturing – either commercial or DoD
- Key points: High growth, strong business partner, business acumen, managerial courage

Feel free to forward my inquiry on to anyone who you feel may be interested.

Beth Tong-Miller, Managing Partner
 Westport Intl
 Office: 440-268-8382 Mobile: 216-406-2232
beth@westportintl.com www.westportintl.com

Director, Payroll Shared Services

Job Summary:

The Director of Payroll Shared Services is responsible for oversight of the various components involved in the production of payroll. The Director is charged with ensuring accurate, timely production of the various recurring payroll cycles, while at the same time guaranteeing that the payroll is legally compliant with all federal and state

Wage & Hour, tax, and reporting requirements. As a leadership role within the HR Shared Services department, the Director works closely with the HR, Finance, Compliance, Information Systems, and Legal departments to ensure the needs of the customer are continually met. In conjunction with the VP of HR Shared Services and the Payroll Shared Services Governance Committee, the Director continuously evaluates and measures the performance of the overall payroll function to ensure alignment with the strategic goals of HR Shared Services and the organization, with a focus on the continuous improvement of payroll operations resulting in increased customer satisfaction for employees and other stakeholders alike.

Essential Functions:

- Oversees the production of payroll, ensuring accurate and timely payment for the employees within the organization.
- Oversees the calculation, tracking, and remittance of all payroll related taxes, garnishments, and various other payroll deductions in compliance with state and federal regulations, including all the preparation and submission of all applicable quarterly and/or annual payroll related tax returns and employee W-2 related forms.
- Develops and ensures adherence to the annual operating budget for the Payroll Shared Services department. Facilitates requests for capital utilizing the Budget Philosophy, Value Proposition, or other available avenues to ensure the timely acquisition of resources necessary to the successful achievement of Shared Services' strategic goals.
- Establishes and updates system-wide payroll policies and procedures to ensure compliance with government regulations and applicable federal and/or state wage & hour laws, as well as to further standardization of pay practices whenever and wherever possible and appropriate. In conjunction with Finance, Legal, and Compliance, creates and ensures adherence to applicable financial internal controls to safeguard company assets and deter attempts to defraud the company wherever possible.
- Ensures that the flow of financial information for internal and external purposes is prepared in a timely, accurate manner in accordance with governmental requirements and generally accepted accounting principles. Provide adequate support to all external and internal audits of payroll files and records as needed.
- Serve as primary resource for all payroll, tax, and wage & hour laws, regulations, provisions and developments for HR Shared Services.
- In conjunction with Human Resources, completes all necessary personnel related tasks pertaining to directly reporting staff members, including but not limited to hiring, evaluation, employee relations, and disciplinary actions.
- Completes other projects, participates on various teams and committees, and fulfills other requests at the behest of the VP of HR Shared Services.
- Develops staff skills and abilities.
- Leads special projects as requested.
- Develops implementation plans and implements solutions, securing appropriate executive and cross-departmental support as required to ensure success of the process.
- Addresses and resolves escalated tax, payroll, benefit, and accounting issues as needed.
- Interprets and communicates payroll policies, regulatory requirements to Payroll and departmental staff.
- Participates in the design and, when required, the delivery of training or education to customers and stakeholders with respect to payroll policies and procedures.

Knowledge / Skills / Abilities:

- Patience, self-confidence, and the verbal and/or written communication skills needed to ensure successful understanding of interactions with customers at all levels of employment.

- Leadership ability to develop a strategic vision of the department, develop values and goals for a diverse group of constituents, and ensure that the improvement process within the department continues that priorities are established and the goals are met.
- A strong work ethic, with the ability to reject setbacks and value accomplishments highly.
- Sense of urgency, as appropriate, to react to situations quickly and decisively.
- Ability to apply knowledge and analyze and interpret policies and complex regulations pertaining to federal and/or state taxes and wage & hour law.
- Experience in setting, evaluating and implementing policies and procedures.
- Ability to organize, plan and follow-through with projects.

Additional Requirements:

- Travel between departments as needed.

Minimum Position Qualifications:

Education: Bachelor’s degree in Finance, Accounting, Business, or related field – or equivalent work experience sufficient to ensure appropriate level of knowledge within one of these fields.

Experience: 10 years direct experience managing the payroll production process for a multi-state and multi-entity company, of which at least 5 years involved the management and/or oversight of a payroll department comprised of no fewer than 5 payroll staff members.

Preferred Position Qualifications:

- Experience with design and implementation of HR/Payroll systems
- CPP or FPP certification
- Experience managing payroll production in an acute healthcare environment
- Previous experience in Finance or Accounting
- Prior experience administering payroll with the Kronos Time & Attendance and PeopleSoft HRIS.

Our client is an integrated healthcare delivery system organized into multi/location/states. They provide a full range of care from facilities including 14 acute care hospitals, home health agencies, hospice care, outpatient services, skilled nursing facilities, community clinics, and physician organizations. The client maintains a 'continuum of care,' matched to the diverse needs of the urban centers, smaller cities and rural communities in three states. For the third year in a row in 2009, the Gallup Organization awarded our client its highest honor - the Great Workplace Award. They provide exceptional benefits, opportunities for advancement and relocation within the system. Our client is comprised of four core values: Service, Excellence, Dignity, and Justice are the guiding principles of all we do. Excellent compensation program and benefits provided.

Interested parties may contact valkyrien07@gmail.com

Workers’ Compensation & Safety Manager

My client is a well-respected, long established Long Term Healthcare company operating in seven states and based in **South Orange County**. I am seeking a Workers’ Compensation & Safety Manager who will be responsible for day-to-day management of my client's company-wide programs and W/C claims. This position also manages their company owned vehicles.

Ideal candidate will have experience with multi-site, multi-state businesses, preferably, but not necessarily in the healthcare industry. Base salary 85-90 K. May be negotiable for someone with strong applicable experience.

Key Responsibilities:

- Manage WC claims with carrier adjustors both in and out-of-state to focus on swift and productive closure of claims

- Manage multi-state WC program
- Manage workers compensation reserves for adequate exposure of claims
- Interface with vendors such as AON, Zurich, BWC (Ohio), CCI to get desired results
- Manage claims with Defense Attorneys for timely resolution
- Communicates with facility management on claims management and resolution
- Manage the Zurich Website "First Report On-Line" (FROL) workers' comp system and other carriers sites, as required.
- Train field staff on how to report, document and manage WC claims
- Generate monthly, quarterly, and annual Run Loss reports
- Review quarterly work comp reports to identify facilities for focus based on frequency, severity, and lag time. Assist facilities in developing action plans.
- Review and recommend new programs according to company needs or analysis results.
- OSHA/Cal-OSHA reporting for CA all out-of-state locations
- Company vehicle management to include registration and DMV record for drivers (pull notices).
- Recognize the differences of a General Liability Claim and Worker's Compensation Claim to be sure claims get filed with the appropriate carrier.
- Manage auto, fleet and property damages
- Coordinate facility inspections by insurers with facility management and representatives.
- Ergonomics-purchasing and training for all Resource Center employees
- Interact with all levels of staff and other internal departments and outside carriers. for claim resolution and communication.
- Develop metrics to track; measure and analyze program operation and determine recommendations and/or needs.

Position Requirements:

- 3+ years' experience as a positive progression in workers' compensation claims management
- Experience as a claims adjuster, preferred.
- Knowledge on all matters concerning workers' compensation including jurisdiction, coverage, statutory interpretation, procedures, reporting requirements, statutory obligations, and right to benefits.
- Experience in working in a decentralized, multi-state company
- Experience in working with caregivers, preferred.
- Must possess strong computer skills: MS Outlook Excel, Word, HRIS (ADP-Enterprise - preferred)
- Travel required (25%).

For immediate consideration please send resume and cover email to:

John Raskin, Director of Account Services
Principal Executive Recruiter
Healthcare Search Associates
Rasksearch@aol.com

I am currently recruiting for a **Plant HR Manager** with Charles and Dwight (Arm & Hammer) in **Victorville**, CA. Anyone interested in learning more about the position? If so, please click on the link below to find out more information.

Tonee Barajas, Recruiter for Charles & Dwight
<https://careers-churchdwight.icims.com/jobs/4879/job?hub=7>

HR Analyst Position- \$40K

An exciting LA-based Entertainment company is in need of an Human Resources Analyst to support the Human

Resources department. We are looking for someone sharp, tech savvy, with at least 1 year of experience in a human resources support role. In this role you would be responsible for supporting the human resources department, running payroll/time and attendance reports, handling clerical and administrative tasks, and assisting with an upcoming HRIS conversion. The position is temp to hire and pays up to \$40k annually, there is not much room for growth but it is a steady & long term opportunity. Candidates who have strong analytical skills are strongly preferred. If you are interested in this role please go to www.officeteam.com and apply to 00320-150210.

HR Generalist Position- up to \$75K

HR Generalist needed for a Real Estate company in Beverly Hills. The HR Generalist would be responsible for administering all HR paperwork and systems, oversee hiring process, create offer letters and handle on boarding process and paperwork, submit payroll (ADP and Paychex), administer benefits and handle all employee compliance matters. Must have 3+ years of experience as HR Generalist/HR Manager, 4 year college degree, and experience working in Real Estate industry. This position pays \$60-\$75K, DOE. If you are interested in this role please go to www.officeteam.com and apply to 00320-150162.

Check out my staffing profile and learn more about how I can help your company:

<https://app.interviewstream.com/App/Public/Candidate/b70cab6b003>

Kim Garstein- Celebrating 12 years with OfficeTeam

Division Director

310-209-6811 310-209-6850 fax

HR Manager

Company: T.Hasegawa

Location: Cerritos, CA

Description:

Develop and administer HR plans and procedures for all company personnel

Plans, organizes and controls all department activities

Rewrites job descriptions as necessary, manages performance review process, conducts annual salary survey

Develops, recommends and implements personnel policies and procedures, prepares and maintains handbook on policies and procedures,

Develops and maintains affirmative...

Read full description and apply at <http://hrnewswatch.jobcoin.com/jobs/show/1822018-hr-manager>

Cal State Long Beach

Job ID: 1011035

Job Title: Payroll & HR Support Assistant

Appointment Type: Temporary

Time Base: Full-Time Date Posted:

April 23, 2013 Closing Date: April 30, 2013

Link to Apply Online: <http://www.csulb.edu/employment>

Campus Employment Homepage: <http://www.csulb.edu/employment/>

Description:

The Payroll and HR Support Assistant provides customer support to employees by coordinating sign in activities and answering payroll and benefits related questions. The incumbent also provides general office support for the departments of Payroll, Benefits, and HR Support Services.

- Outstanding telephone and customer service skills. Ability to plan, organize, and prioritize work to accomplish a wide variety of duties. Ability to establish and maintain cooperative working relationships. Ability to maintain confidentiality of personal and employment information. Strong computer skills to learn
-

PeopleSoft HR to retrieve information and provide assistance. Ability to understand and adhere to the requirements of employment eligibility verification. Ability to maintain accuracy while working in a fast-paced environment is essential.

- Ability to communicate with an ethnically and culturally diverse campus community. Ability to follow all university policies, procedures, and guidelines including but not limited to safety, civility, information security, and non-discrimination policies and procedures. Ability to contribute to a positive university experience for each and every student, and assist in achieving the university's commitment to a "vision of excellence."
- Equivalent to three years of administrative support experience required. A bachelor's degree may be substituted for two years of experience. Experience with similar job duties are preferred but not required.
- Excellent benefits through CalPERS (health, vision, dental), tuition fee waiver, generous vacation and sick leave, and 14 paid holidays each year.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Please read the full job announcement at <http://www.csulb.edu/employment/>. Job #1011035. CSULB is an Equal Opportunity Employer committed to excellence through diversity, and takes pride in its multicultural environment.

Human Resources Generalist

REQUISITION NUMBER: T-BTNA-HR-USLA-0402

Description

At Bombardier, 70,000 employees in 60 countries work together to evolve mobility worldwide - one good idea at a time. If you have a good idea, we'll provide the environment where it will thrive and grow into a great product or customer experience. Your ideas are our fuel.

Based in Los Angeles, California, you act as an HR Business Partner and play a key role in supporting the HR Manager and the site in communication and implementation of Bombardier Transportation policies and programs covering the manpower planning/recruitment, and employee relations. You will be the liaison between employees and Shared Services on benefit administration, organizational development, recruitment, compensation administration, blue collar performance management, which are in support of company strategic business objectives.

In your role you will:

- Review and coordinate the company employment, employee/labor relations, personnel, and equal opportunity policies and practices;
- You will coordinate accurate timekeeping with people managers via Kronos, being the liaison between employees and the payroll dept., blue collar recruitment, participation on job fairs, establish relations with Technical Schools and Universities, employee orientation, administration of related testing and qualification and maintains job descriptions for all positions;
- Coordinate blue collar Performance Management Process to ensure that employee performance is evaluated and monitored.
- Advise people managers on development needs for their personnel to effectively support organizational objectives.
- Administer Employee Handbook and related Company policies to ensure compliance and internal equity and application. You will also advise all employees on labor laws when necessary, as well as act as a HR

Business Partner with the General Manager;

- Follow the HR Business Plan with initiatives for continuous improvement and people engagement;
- Oversee employment activities, assuring that properly qualified employees are recruited and hired for company positions.
- Maintain Drug and Alcohol Program, pre-employment and post offer testing. Attend ISO audit when necessary, ensure compliance to Bombardier Transportation HR Manual and site policies/FRA regulations;
- Ensure the development and implementation of training programs which support company business objectives, this includes new-orientation, harassment training, communication programs, employee survey, and career counseling are conducted efficiently throughout the sites;
- Act as a change agent in the safety culture with active participation on safety walkabouts, morning briefings, observation cards;
- Prepare reports for external customers, internal customers and corporate office.
- You will support all sites on special projects, replace other site HR Advisors while on vacation or authorized leave. You will also assist the Manager/Director on special assignments such as mobilization projects or site openings.

Qualifications

As our ideal candidate:

- You hold a College degree in Human Resources or related field;
- You possess two (2) years of experience in a Human Resources Generalist role;
- You must have strong knowledge of California Labor Law;
- Your Knowledge of Payroll, OSHA, FMLA, Disability Leave, Workers Compensations, Benefits, Employment including National Labor Relations Act, Dept. Of Labor, Fair Labor Standards Act, ERISA, HIPAA, etc. will be considered as strong assets;
- You have a good understanding of Kronos;
- Your knowledge of SAP and Microsoft Office Suite is useful;
- Your English communication skills are excellent, your Spanish communications skills will be considered as an asset.

We thank all applicants for their interest; however, only those under consideration will be contacted. Join us at www.careers.bombardier.com

http://jobs.bombardier.com/job/Los-Angeles-HR-Generalist-CA-90001/2559007/?feedId=4&utm_source=Indeed&src=JB-12540

HR Administrative Assistant

CoreLogic in Irvine, CA

Description:

We are CoreLogic – a leading provider of business information, analytics and outsourcing services. Together, we are a global company with proven experts in the areas where we work and are passionate about helping our clients succeed. More than one million users rely on CoreLogic to assess risk, support underwriting, investment and marketing decisions, prevent fraud, and improve business...

Read full description and apply at

https://www.hrapply.com/corelogic/AppJobView.jsp?link=355037&electronic_referral=indeed

HR Business Partner opportunity in LA area with a manufacturing client with 450+ employees. The position reports to the Director, Human Resources. Reporting to the position will be an HR Generalist and an HR Representative. Salary is commensurate with experience ...\$90K – \$100K

Summary – This role is the primary leader for the assigned organizational unit and ensures alignment of HR strategies and service delivery.

- Partner with line leaders to grow talent and technical capability pipelines
- Manage the design and implementation of structures that improve individual and organizational performance (including mergers and acquisitions).
- Support line leaders in the development and implementation of strategies of change.
- Provide coaching to line leaders
- Support implementation of standardized processes.
- Provide support to line leaders on associate relations issues.
- Participate in the execution of Labor Relations strategies and the resolution of Labor Relations issues.
- Partner with Centers of Expertise to:
 - Implement performance management and learning and development solutions
 - Ensure rewards structures reward performance
 - Execute recruitment processes.
- Bachelor Degree required, Masters preferred.
- Minimum of 7-10 years applicable experience.
- Enterprise-wide HR initiative
- Developing/hiring HR talent
- M&A, divestiture
- Organization Design:
- Recruitment: experienced in multi-function, high-level recruiting for senior-level positions.
- Compensation: develops compensation strategy and understands compensation as a performance lever.
- Associate Relations: coaches others in addressing associate relations issues.
- Competencies include: Talent Management, Capability Development, Change Management, Business Partnering, Strategy Development, Business Orientation, Mergers and Acquisitions, Shaping the Environment, Operational Excellence.

Dick Gast 949-472-1130
Richard Gast & Associates LTD.

Senior Compensation Analyst
Southern CA based

Position Description

Senior Compensation Analyst to join our Global Human Resources Department. As a key member of the Global Compensation team, you will partner with a dynamic group of professionals, serving as a compensation expert to various lines of business.

As a successful Senior Compensation Analyst, you will use your subject matter expertise and knowledge to advise and make recommendations on a variety of subjects, including compensation program recommendations, bonus and variable compensation plans and job analysis. You will also actively participate in cross-functional human resources projects and initiatives.

Key responsibilities will include:

- Researching and analyzing market data, salary surveys and compensation trends to effectively partner with the business to make recommendations and influence business decisions
- Implementing compensation programs such as annual bonuses and review cycles
- Conducting job and market analyses to ensure competitiveness in the marketplace
- Working as a subject matter expert/consultant to collaborate with HR and business professionals across North America in a team-oriented environment

Hiring Criteria

- 3 - 5 years' experience in human resources and compensation
- Experience in organizing and analyzing data into actionable conclusions and recommendations for presentation to business owners in a clear, concise, and easily understandable manner
- Excellent consultation and interpersonal skills and the ability to work in a collaborative environment
- Good working knowledge of Excel required; working knowledge of SAP and Microsoft Access a plus
- Strong numbers orientation, including knowledge of basic statistical and mathematical calculations
- A minimum of an undergraduate degree is strongly preferred

Dick Gast 949-472-1130
Richard Gast & Associates LTD.
