



**SEGUE
SOLUTIONS**

My Career Strategy July 2013 Opportunities

My Career Strategy Meeting Information

<http://is.gd/nxtmtg>

PIHRA Career Center

<http://is.gd/pihracareercenter>

PIHRA District 6

<http://is.gd/SouthBay>

My Career Strategy Email



Segue@Propster.com

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United States 7.6%		June 2013 Unemployment Rates		Los Angeles County 9.7%
<p><i>"There are three kinds of lies: lies, damned lies, and statistics."</i> —Phrase popularized by Mark Twain</p> <p>The United States "labor force" is a measure of the civilian non-institutional population 16 years old and over, not confined to institutions such as nursing homes and prisons and not on active duty in the Armed Forces. The labor force is made up of the employed and the unemployed. The remainder—those who have no job and are not looking for one—are counted as "not in the labor force." Many who are not in the labor force are going to school, retired or kept away by family responsibilities.</p> <p>According to the Bureau of Labor Statistics, the U. S. unemployment rate at the end of June was 7.6%, the same as at the end of May.</p> <p>This is the official unemployment rate, which is the proportion of the labor force that is unemployed but actively seeking employment. It is referred to by the Bureau of Labor Statistics as the "U3" rate and is derived using a United Nations standard. Note that some part-time workers counted as employed by U3 could be working as little as an hour a week.</p> <p>Persons are classified as unemployed only if they do not have a job, have actively looked for work in the prior four weeks and are currently available for work.</p> <p>Actively looking for work could include contacting (1) an employer directly or having a job interview, (2) a public or private employment agency, (3) friends or relatives or a school or university employment center. It also includes those sending out résumés or filling out applications, those placing or answering advertisements, those checking union or professional registers and those utilizing some other means of active job search</p> <p>A broader "U6" unemployment rate counts not only people without work seeking full-time employment (the U-3 rate), but also the "marginally attached workers and those working part-time for economic reasons." The "marginally attached workers" include those who have gotten discouraged and stopped looking, but still want to work.</p> <p>The U6 rate at the end of June was 14.3%, up from 13.8% at the end of May.</p>				
<p>The 6 Essential Lessons of a Satisfying, Productive Career</p> <ol style="list-style-type: none"> 1. There is no plan. Make decisions for fundamental, not instrumental, reasons. 2. Think strengths, not weaknesses. What do you consistently do well? What gives you energy rather than drains it? 3. It's not about you. The most successful people improve their own lives by improving others' lives. 4. Persistence trumps talent. There are massive returns to doggedness. 5. Make excellent mistakes. Commit errors from which the benefits of what you've learned exceed the costs of the screw-up. 6. Leave an imprint. Recognize that your life isn't infinite and that you should use your limited time here to do something that matters. <p>From the Daniel Pink website: http://www.danpink.com/2013/05/the-6-essential-lessons-of-a-satisfying-productive-career</p>				



Career Center

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

Health & Safety Representative

BBraun Medical Inc. - **Irvine**, CA

Job Opportunity! BBraun Medical Inc. Irvine, CA - Candidates must possess a Bachelors degree in Business/Science or related field. Knowledge of State and Federal employment laws as they relate to leaves of absence, ADA, job accommodation, etc. Five years clinical experience in a manufacturing environment is desired.

HR Manager

Moravia - **Newbury Park**, CA

Moravia is seeking a US Human Resources Manager in Newbury Park, California with 8 years of Human Resources experience to join their team.

Senior HR Generalist Workers Comp/ADA

Long Beach Memorial Medical Center - **Long Beach**, CA

Senior HR Generalist with Long Beach Memorial Medical Center, CA 5 years of HR experience required. Knowledge of state and federal regulations in the areas of Leaves of Absence/FMLA, CFRA, PDL, ADA, WC, STD and LTD programs. Knowledge of PeopleSoft or other HRIS systems. Bachelors degree and PHR/SPHR certification preferred. To apply, please visit our website www.memorialcare.org/apps/jobs/index.cfm and search for Requisition #315004. EOE.rkers Comp/ADA

Vice President - Administration and Human Resources

Quest International LLC - **Southern California**, CA

HR generalist with Labor (union), legal and manufacturing experience desired. Client is profitable and growing and expanding with a second Manufacturing plant currently under construction. Will manage a small staff of HR professionals and will report to the SVP and Chief Strategy Officer. Location: Fullerton CA.

Manager/Director of Talent Acquisition

Caruso Affiliated - **Los Angeles**, CA

Caruso Affiliated is seeking an experienced Manager/Director of Talent Acquisition to manage the full life cycle of the recruiting and on boarding process. This includes developing recruiting strategies to ensure job openings are filled in a timely and cost-effective manner. The ideal candidate with possess a college degree, a minimum of 5 years HR experience with at least 3 years focused on recruiting. Must be organized and detail oriented with excellent verbal/written communication skills.

Senior HR Generalist

The Cooper Companies - **Pleasanton**, CA

Position Summary: Performs various human resources duties in areas such as compensation, employee relations, performance management, affirmative action plans, leaves-of-absence processing and other special projects, collaborating with management teams to facilitate the delivery of HR services as appropriate.

HR Manager

Desert Princess Homeowners Association - **Cathedral City**, CA

The Desert Princess Homeowners Association & Club in Cathedral City, CA contains 675 condos, 409 villas and a 27 hole championship golf course. The Association is seeking a Human Resources Manager to manage all aspects of Human Resources. The community has over 120 employees (full-time/part-time) and several other departments

consisting of food and beverage, golf course, fitness center, day spa, tennis operations, grounds and facilities as well as administration staff. We are drug-free workplace

Payroll Manager

Guitar Center, Inc. - **Westlake Village**, Thousand Oak, CA

Guitar Center is the worlds largest retailer of musical instruments with annual revenues exceeding \$2 billion. We are an established organization with over 10,000 associates currently operating in 309 retail outlets spanning 43 states and the worlds largest volume web and catalog instrument fulfillment business. Guitar Center has an immediate need for a Payroll Manager.

HR Director

Behavioral Learning Centers, Inc. - **Santa Clarita** / Studio City, CA

Behavioral Learning Center, Inc. provides behavior analytic services to children and adults with developmental disabilities and related conditions. Intervention is provided to our clients across school, home, and community environments depending on their needs and that of their caregivers. A functional behavior analysis is conducted by a trained professional in the field of behavior analysis and an individualized treatment plan is then created to address behavioral excesses and skill deficits.

HR Consultant

Custom Human Resource Solutions - **San Fernando Valley**, CA

Custom Human Resource Solutions (CHRS) is a small HR services provider. We serve small to mid-sized businesses in a variety of industries, providing consulting services in all aspects of HR. CHRS is searching for an HR consultant to join our California team, specifically in the Santa Clarita, San Fernando Valley and Los Angeles areas. Assignments range from servicing retainer contracts that require a weekly commitment to small remote projects. Please email JSmith@CHRSonline.com.

HR Coordinator

Total HR - Orange County (**Aliso Viejo**), CA

Seeking an HR Coordinator who can provide payroll processing and benefits administration services for all employees in the Company. The position will report to a steering committee comprised of Corp Finance and Corp Marketing, with oversight by the CEO and CFO.

HR Assistant

Door Components, Inc. - **Fontana**, CA

The HR Assistant provides support for the daily activities of the department, including benefits, policies and procedures, employment law compliance, employee relations, and recruiting and retention. This role interfaces with every aspect and level of the organization. Responsibilities include gathering and entering data, preparing reports, assisting in benefits enrollment, filing and maintaining all HR documents, assisting in safety meetings and assisting employees as required.

Regional HR Manager

Crown Equipment Corporation - **Ontario**, CA

Privately owned, Crown Equipment Corporation, designs, manufactures, distributes and supports material handling products that provide customers with superior value. Crown has a network of factory direct sales and service dealers (referred to as branches) doing business as Crown Lift Trucks. The number one brand of electric lift trucks in North America and the sixth largest material handling organization in the world, Crown is focused on providing solutions that mean improved performance for...

HR Supervisor

Golden State Foods - **City of Industry**, CA

Golden State Foods a \$5 Billion international food manufacturer and distributor is hiring a Human Resources Supervisor in the City of Industry. JOB SUMMARY: Supervises the day-to-day administration of human resources

functions, record keeping, and special projects. Ensures compliance with GSF, federal and state labor policies and procedures.

HR Generalist

Scripps College - **Claremont**, CA

Human Resources Generalist This position will perform a variety of responsible and complex technical and administrative duties relating to HR functions and programs including in the areas of payroll processing, benefits administration, recruitment and other duties as assigned. Two years of college level course work in business, personnel management. Significant experience may substitute for education. Minimum 2 years payroll experience and recruiting. Bi-lingual - Spanish preferred.

Division HR Manager II

Bio-Rad Laboratories - **Hercules**, CA

Exciting opportunity for a Sr. Division HR Manager! Bio-Rad's Life Science Group is looking for a Sr. Division HR Manager. This position will be both tactical and strategic. The Sr. Division HR Partner will work closely with the management team to provide HR support, anticipate employee and organizational issues make recommendations and implement solutions to attract, motivate, develop and retain key employees.

HR Assistant

Entertainment Partners - **Burbank**, CA

We are looking for a high energy, service focused and multi-tasker person to join a 6 person HR Department. This individual will be supporting the department by doing everything from greeting visitors to scanning and filing and scheduling appointments to special projects.



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

CB & ASSOCIATES INC.

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

I have a **temporary hire HR Administrator** position open in **Torrance** for a global manufacturer.

- Bilingual Spanish is a must.
- \$18.00-\$20.00 per hour
- Can start immediately.

Cindy Belicka of CB & Associates Inc. Executive Search
310-374-2856 phone or 509-694-5981 fax
cbelicka@aol.com email www.cbrecruiters.com website
<http://www.linkedin.com/pub/cindy-belicka/0/b68/57>

Associate Vice Chancellor Human Resources at University of California, **Riverside**

Category: Management and Professional Department: Human Resources

Final Filing Date: open until filled
<http://jobs.ere.net/jobs/3125/>

At our charity, Children Uniting Nations, a **Part-Time HR Consultant** (paid) and **Part-Time HR Volunteer (unpaid)** Are Needed Now.

Please ask people interested to contact me or Terrie Leali at 323-944-0500.

John Charnay, Executive Director
Children Uniting Nations
6380 Wilshire Blvd., Suite 1606, Los Angeles, CA 90048
(323) 944-0500 JCharnay@childrenunitingnations.org <http://www.childrenunitingnations.org/>

HR Business Partner (2 available)

Grifols BioScience Los Angeles HQ Office for N. America (near CalState, LA)

Positions can also be filled **Los Angeles, CA or Durham, NC** Corporate Offices

Grifols is a \$3.5 billion bio-pharmaceutical company that's publicly traded (Nasdaq: GRSF) and headquartered in Barcelona, Spain with 11,000 employees worldwide. Our activities focus on fulfilling the needs of patients as well as healthcare professionals working in therapeutics, pharmacy, diagnostics, and blood banking. For more than 70 years, Grifols has developed, manufactured, and marketed products designed to improve human health. Grifols manufactures plasma-derived biopharmaceutical products that treat rare, life-threatening diseases, such as immune deficiencies, hemophilia, and genetic emphysema.

One position will support a client group in the Midwest and the other position will support a client group in the Gulf States area, so 30 - 40% travel will be required in these roles. The roles can be based in the Los Angeles, CA or our Durham, NC Corporate Offices.

Key responsibilities for these roles include managing all employee relations and generalist HR activities for our donor center operations group. Each HRBP role will support one division with approximately 600 - 800 employees in approximately 20 different donor center locations spread across several states. You'll be responsible for working closely with your division's general manager, regional operations managers, and donor center management teams in terms of coaching, guiding, and supporting their leadership efforts. You'll resolve employee relations issues, conduct investigations (remote or onsite), oversee the progressive discipline process, and educate management in terms of leading more successfully via metrics and analytics.

An ideal background would include prior experience overseeing ER for an hourly-based employee population spread out over multiple locations.

It's an exciting time to be at Grifols-We're growing and reinventing ourselves on a daily basis!

If you enjoy a fast-paced work environment and want to really feel valued and appreciated for strengthening the muscle of our management team while making the employment experience much more successful for our employees, consider emailing your resume and salary expectations to

Paul.Falcone@Grifols.com

HR Analyst II

This position will provide support in PennyMac's Human Resources department, specifically Incentive Compensation. The incumbent will be a key analytical and reporting resource for the Human Resources

Department and will ensure that assigned goals and deadlines are met.

Responsibilities:

- Advanced Metrics-based reporting
- Incentive plan design and modeling; monthly and quarterly incentive payout calculation
- Comparative analyses
- Maintain of the HRIS to include recommending updates to tables, additional fields or functionality
- Write, maintain and support a variety of reporting queries through a variety of reporting tools
- Maintain of data integrity through data analysis
- Collaborate with other areas of Human Resources to recommend & implement process improvements, solutions and procedural changes
- Model, develop, run and distribute various bi-weekly , monthly, quarterly and annual reports
- Meeting with customers to identify, write, test and deliver reports as needed
- Perform other related duties as required and assigned
- Demonstrate behaviors which align with the organization's desired culture and values

Qualifications:

- Bachelor's Degree from an accredited university or equivalent work experience
- 5+ years of experience in human resources within an analytical capacity
- Technical proficiency: high in MS Office suite (especially Excel)
- Technical proficiency: report writing tools, notably Cognos; Access, VBA and/or SQL
- Excellent critical thinking, problem solving, mathematical skill set
- Sound judgment and desire for innovation, ability to think and express oneself creatively with numbers
- Strong verbal and written communication skills; ability to effectively communicate with all levels of employees, management, and executives
- Ability to work under pressure and meet deadlines while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and complete assignments within parameters (instructions, prescribed routines, accepted practices)
- Financial services experience preferred, ideally mortgage industry

We offer a competitive compensation and benefits package with opportunities for career development in a high-growth, progressive organization. We are an Equal Opportunity Employer.

Please visit our website at www.pennymacusa.com to apply and learn more.

HR Manager in El Segundo CA

Maria R. Peña, SPHR mariarpena@gmail.com

HR Manager in Irvine CA

Maria R. Peña, SPHR mariarpena@gmail.com

This Asian Business Association is looking for a Programs & Membership Director. This is a fantastic opportunity

with a great organization.

OVERVIEW

The Asian Business Association (ABA), a professional business association which represents more than 600 Asian Pacific American small business owners, professionals and entrepreneurs, seeks a Program & Membership Director to help manage the association's programs, fundraising events, and cultivate new and existing members. Responsibilities would include building programs for members, sponsorship, fundraising and event management.

Candidate will assist in the implementation of strategies utilizing events and programs for reinforcing current and attracting new relationships with members, sponsors/corporations and key community partners. Along with the Board and Executive Director, candidate will:

- Develop and implement new and creative programs to add value to ABA's membership, and recruit new members.
- Identify the needs of the Corporate Advisory members, and design programs that would help address their concerns and meet the association's overall goals and mission.
- Identify potential members and form a plan to engage them.
- Identify prospects that have been traditionally marginalized and form a plan to engage them.
- Identify leaders within the membership and encourage involvement in ABA activities.
- Develop a system and mechanism to recruit new members and retain existing members.
- Cultivate new members and prospective members.

Please go to <https://www.dropbox.com/s/94t3zguj55dllzv/ABA%20Program%20Membership%20Director.pdf> for full job description and how to apply.

Associate Director, Recruitment and Selection

The Broad Residency in Urban Education

Los Angeles

ABOUT THE ORGANIZATION:

American students are not learning the skills and knowledge they need to succeed in today's world. Today, 70 percent of our eighth graders can't read proficiently and most of them will never catch up. Some 1.1 million American students drop out of school every year.

Established in 2001, The Broad Center for the Management of School Systems seeks to address the education crisis in America by identifying talented leaders from education, business, the military, nonprofit organizations, and government who have the passion, knowledge, and skill to take on senior leadership roles in urban education and transform our urban public school systems.

Through two primary initiatives, The Broad Superintendents Academy and The Broad Residency in Urban Education, a growing network of school system leaders and managers are working to strengthen public schools by creating environments that enable good teachers to do great work and students of all backgrounds to learn and thrive. These professionals are passionate about public education, have educational expertise and experience ensuring organizations run successfully. To date, the Broad Center network includes over 400 leaders who share a focus on improving student achievement and closing gaps, and a willingness to challenge the status quo.

ABOUT THE POSITION:

This is an ideal opportunity for someone with a passion for increasing student achievement for children all across this nation by transforming urban public education systems. This position reports to the Managing Director and will be responsible for the development, analysis, execution and refinement of recruitment, marketing, and selection practices.

Responsibilities include:

The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job.

- Lead the development and execution of various national and regional marketing/recruitment strategies with the goal of placing ~50 high-quality professional candidates
- Proactively develop, execute and lead multiple outreach activities which market the program (networking events, presenting at campus presentations, conferences, information sessions, etc.)
- Proactively build and lead multiple strategic relationships or partnerships which will raise awareness of the program
- Cultivate and track candidates throughout the recruitment and selection process. Educate, counsel and motivate candidates regarding a career transition into education
- Create/maintain marketing materials (i.e. brochures, website, other collateral)
- Lead portions of the development and execution of a rigorous national selection process to narrow more than 2500 candidates to a final pool for placement while also:
- Reviewing high quantities of resumes and application essays
- Conducting phone and in-person interviews
- Conducting reference checks with senior executives
- Utilizing strong judgment and strong instinct/emotional intelligence to support decision-making
- Use critical thinking and analytical skills in all aspects of the work to drive continuous improvement/refinement of all processes and strategies.

CANDIDATE REQUIREMENTS:

Our mission is to positively impact millions of children by improving K-12 public education. This is a difficult mission and requires the dedication of tireless, creative, smart people who enjoy operating in a fast-paced environment. The ideal candidate is a self-motivated, over-achiever with strong initiative who thrives on a small team as an individual contributor and team member. Candidate must meet the following criteria.

- Graduate degree strongly preferred
- At least 4 years work experience (candidates with at least two of these years in the private sector preferred)
- Ability to execute high volume day-to-day hands-on work as well as strategic and analytical work.
- Ability to simultaneously plan and execute multiple detail-heavy projects
- Flexibility to create and/or execute ideas in new or ambiguous environments
- Experience evaluating/assessing talent; strong judgment
- Outstanding interpersonal skills and relationship builder
- Strong written and verbal communication skills
- Quick learner who desires and is responsive to feedback
- Strong analytical skills and ability to learn new systems quickly
- Highly organized
- Familiarity with or passion for K-12 education
- Marketing experience is preferred, but not required
- Sense of humor is optional, but preferred

Employment is contingent upon a thorough background and reference check. You must be legally entitled to work in the United States.

COMPENSATION:

Salary for this position is competitive and commensurate with experience. The Broad Center offers a comprehensive benefits package.

TRAVEL REQUIREMENTS:

Travel is required September through March – several trips per month (each 2-3 days long). Occasional travel throughout remainder of the year

QUALIFIED INDIVIDUALS, PLEASE APPLY:

HR Manager, Labor & Employee Relations

My client owns and operates skilled nursing facilities and a therapy services company. Their “family” includes over 8,000 professionals running 51 skilled nursing facilities, 4 assisted living facilities, and a therapy services company in 7 states. Their goal is to provide compassionate and comprehensive care in a comfortable and safe environment. They provide 24-hour care ranging from short-term therapy to rehabilitation to quality long-term nursing care. My client measures success one patient at a time. Their highly trained, dedicated professionals deliver care that allows their patients to achieve their highest level of independence.

The Human Resources Manager will be accountable for leading labor relations interactions including consulting with leadership on grievance resolution and negotiations. The Human Resource Manager will also be accountable for effectively coaching and educating managers on positive employee relations, performance management, and hiring practices. Responsible for companywide union avoidance to focus on maintaining a positive employee environment. The Human Resources Manager must be a proven leader, who has demonstrated exemplary performance in the areas of effective business consulting, labor relations, employee relations, planning, customer focus, maintaining high quality standards, teamwork, understanding our industry and the markets we serve, the regulatory environment and representing the company in a professional manner. This role is a “roll up your sleeves” and be part of creating solutions for the business and employees.

The Human Resource Manager reports directly to the Vice President of Human Resources. Establishing and maintaining effective collateral relationships with all departments and all levels of employees including, Operations, Clinical Operations, Therapy, Accounts Receivables, Legal, and Finance is critical to performance.

The Human Resources Manager will demonstrate the highest level of business ethics and personal integrity. On a foundation of earned trust and confidence, the Human Resources Manager will establish himself or herself as a dynamic leader, who excels in employee relations, and is able to inspire, develop and motivate leadership in others.

ROLES AND RESPONSIBILITIES

The following represents the primary responsibilities of the role and are not listed in order of priority as performance in each is absolutely necessary. Further, this is not an exhaustive list as all requirements and expectations are not represented here.

- Labor Relations – Planning, strategy, analyzing data, and evaluating alternatives to effectively manage and negotiate union contracts. Consultant to facility and operational leadership regarding problem solving, grievances and arbitration.
- Employee Relations - An uncompromising commitment to the highest quality standards will be expressed in the partnership between Human Resources and all lines of business and all levels of employees. Consultant to leadership on creating a positive work environment. Creates tools and education to support leadership in this area to include union avoidance. Evaluates risk through employee satisfaction surveys, employee relations trends, and facility visits to effectively consult with leadership on action planning.
- Acquisition Integration- Leader in acquisition planning, education and implementation.
- Training- Facilitates various leadership and staff education programs.
- Leadership- Will lead various departments and/or projects to get the best business outcomes. Creates effective solutions such as policies and procedures or process changes to create efficiencies.

QUALIFICATIONS AND REQUIREMENTS

Experience

- Minimum of 10 years of Human Resources, Labor Relations, and Employee Relations with responsibility over multiple business units in multiple states
 - Minimum of 5 years of experience in skilled nursing or direct patient care highly preferred
-

- Examples of exemplary, measurable business performance consistent with our Vision, Mission and Values
- Clear demonstrations of customer and quality focus

Skills

- Leadership
- Creative thinking
- Strategic and financial planning
- Advanced group problem-solving
- Partnering
- Team building and coaching
- Identifying and capitalizing on business opportunities
- Presentation
- Timely and effective decision-making
- Organization and prioritization
- Project development and management
- Strong business communication

Personal attributes

- Impeccable integrity
- Impeccable presentation
- Proactive, positive and responsive
- Bias for action
- Positive can-do attitude
- Persuasive, enrolling and motivating
- Excellent listener
- Passion and compassion
- Dedicated to learning, personal growth and development

Education

- Bachelor's Degree (MBA preferred)
- SPHR preferred

Location and Travel

The position is based in Aliso Viejo, California
Up to 40% travel

For consideration please send current resume and cover email to:

John Raskin, Principal Executive Recruiter
Healthcare Search Associates
Rasksearch@aol.com

Manager, Human Resources Information Systems (HRIS)

Information Technology - Business Analysis | **Hawthorne**, CA, United States

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, 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 [spacex.com](https://www.spacex.com) for additional information.

Responsibilities:

- Responsible for the oversight, direction, design, and implementation of all Human Resource Information Systems including Payroll, Compensation and Benefits, Performance Administration, Applicant Tracking System, and Onboarding Systems
- Work closely with internal clients to drive requirements, devise and implement solutions that will solve the needs of the business while scaling with a high-growth organization
- This is not a pure management role; this individual will drive high-level strategy while still being capable of creating custom SQL reports or solving end-user issues
- Oversee HRIS Change Control Processes, SOX Policies and Practices, OFCCP and Affirmative Action audit requirements and procedures
- Lead HR related reporting functions including reoccurring and ad hoc; Prepare, continuously improve, and recommend HR reports and analytics

Required Skills and Experience:

- Bachelor's Degree with a strong background in Information Systems, Business, and/or Human Resources
- Candidates should have at least 5 years of related HRIS experience covering most of the key areas: Core HR, Payroll, Compensation and Benefits, Performance Administration, Applicant Tracking System, and Onboarding Systems
- Strong experience creating SQL reports including an understanding of performance driven data structures
- Demonstrated experience assessing customer needs and translating technical parameters into user-friendly terminology for HR clients
- Previous experience developing advanced level HRIS based reports, including validation and analysis, using SQL, Query, Business Objects and/or MS Office Products

Preferred Skills and Experience:

- Experience designing systems to adhere to strict government reporting standards (OFCCP, Affirmative Action)
- Experience with UltiPro
- Experience with custom designed in-house ERP systems

Additional Requirements:

- To conform to U.S. Government space technology export regulations, applicant must be a U.S. citizen, lawful permanent resident of the U.S., protected individual as defined by 8 U.S.C. 1324b(a)(3), or eligible to obtain the required authorizations from the U.S. Department of State.

About SpaceX:

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.

Those applicants requiring reasonable accommodation to the application/interview process should notify the Human Resource Department at (310) 363-6000.

Additionally, those applicants wishing to view a copy of SpaceX's Affirmative Action Plan for veterans and individuals with disabilities on-site should contact the Human Resource Department at the above number.

Here is the link to apply:

<http://www.spacex.com/careers.php?jvi=oXDwXfwN,Job>

Vice President of Human Resources

RealD - Greater **Los Angeles Area**

Reporting to the Executive Vice President & General Counsel, the Vice President, of Human Resources should bring a proven track record of innovative HR management, preferably in a technology or entertainment environment.

The successful candidate will possess an entrepreneurial spirit with strong leadership skills and the ability to lead by example. The Vice President, Human Resources must have the ability to function as an internal coach to management, peers and others by helping them identify and resolve issues, encourage excellent management practices, anticipate internal organizational issues, propose solutions as well as represent the employee perspective. This role will lead the development and implementation of human resources policies, programs, and practices including: employee relations, executive and employee compensation, training and development, organizational development, benefits administration and equity management.

Desired Skills & Experience

Responsibilities:

- Day-to-day management and oversight of global HR Department.
- Develop and administer best-in-class compensation, benefits and equity incentive programs that properly compensate and reward employees while achieving corporate retention goals.
- Provide global guidance and support to ensure consistent and sound human resource management and adherence to internal policies, as well as all applicable federal, state and local statutes and regulations.
- Provide leadership and counsel to the executive team to develop and create best practices, change management and other initiatives that support the growth and development of RealD's business.
- Act as a trusted advisor to the Chairman/CEO on HR related matters, including executive team development and effectiveness.
- Develop and/or manage HR performance review and planning initiatives, including annual performance reviews, succession planning programs for key contributor and management positions, training and development programs for employee "career-pathing," employee surveys and programs to enhance employee knowledge and understanding of roles and responsibilities as well as understanding of RealD's business.
- Ensure alignment of HR processes and initiatives to support RealD's long term growth as well as achievement of operational goals and objectives.
- Provide insight and recommendations on executive and employee compensation.
- Oversee the development and administration of innovative quality of life programs.
- Operate within a prescribed budget and, where possible, institute procedures that will make the team more efficient and reduce costs.

Qualifications Required:

- 7+ years of innovative Human Resources leadership preferably in a technology or entertainment environment. Experience with a public company preferred.
- The successful candidate must project strong leadership skills with a high degree of influence and persuasion to direct, inspire and develop high performing teams throughout the company.
- A strategic planner with sound technical skills, analytical ability, good judgment and a strong operational focus.
- A successful candidate should further have experience managing employees and budgets and delivering against revenue/income commitments.
- A forward thinking individual with a commitment to the highest ethical standards.
- A well-organized and self-directed individual who is “politically savvy” and a team player.
- Subject matter expert on employment law preferred.
- RealD is an equal opportunity employer. We know the value of diversity and the impact it can make!

Company Description

RealD is a leading global licensor of 3D and other visual technologies. RealD's extensive intellectual property portfolio is used in applications that enable a premium 3D viewing experience in the theater, the home and elsewhere. RealD licenses its RealD Cinema Systems to motion picture exhibitors that show 3D motion pictures and alternative 3D content. RealD also provides its RealD display and other visual technologies to consumer electronics manufacturers, content producers and distributors to enable the delivery and viewing of 3D content.

RealD was founded in 2003 and has offices in Beverly Hills, California; Boulder, Colorado; London, United Kingdom; Shanghai, China; Rio de Janeiro, Brazil; Moscow, Russia; Tokyo, Japan; and Hong Kong. RealD has approximately 170 employees around the globe. RealD is publicly traded on the New York Stock Exchange under the symbol “RLD.”

For more information, please visit our website at www.reald.com.

Senior Director of Compensation & Benefits

Tracking Code: 215875-983

Job Description

The Sr. Director of Compensation and Benefits will report to the Senior Vice President of Human Resources, and will serve as an expert resource on matters of compensation and benefits for management and staff. They will be responsible for overall design, implementation, communication, and administration of the organization's compensation and benefits programs in alignment with the company's strategic plan and vision statement.

The Sr. Director of Compensation and Benefits will have the opportunity to create the compensation and benefits programs of the future for a growing organization. They will guide 99¢ Only Stores through the changing benefits landscape and will create new compensation structure, levels, ranges, incentives, rewards & recognition programs.

Required Skills

- Responsible for developing, implementing and administering all benefits and compensation programs.
 - Provides enterprise wide benefits and compensation support in accordance with business objectives and legal requirements.
 - Design, implement, and administer benefits plans in partnership with third party vendors.
 - Manage and administer special pay programs.
 - Assist with the development and administration of executive and exempt associate compensation programs, and short-term and long-term incentive plans.
 - Develop salary administration programs as well as determine pay levels, grade structures and analyze market compensation data.
-

- Evaluate job classifications and benchmarking for new and existing positions including determination of exempt and non-exempt status.
- Maintain a strong working knowledge of legislation affecting compensation and benefits programs and best practices.
- Engage and partner with HR colleagues, Finance, Operations, and Executive Leadership to assess and address organizational needs.
- Administration of the Job Evaluation System;
- Maintenance of a "library" of current salary surveys;
- Coordination with management regarding performance review/merit plans;
- Provision of recommendations for the wage and salary budget;
- Support for the Sr. Director of Employment on compensation issues;
- Evaluation and modification of competitive positioning;
- Evaluation, monitoring and administration of benefit plans, insurance rates, administrative and broker's fees; Negotiation of changes to plans with vendors;
- Administration of the 401k plan and committee;
- Conduct open enrollment;
- Maintenance of current SPD's;
- Management of the Employee Health and wellness campaigns.

Required Experience

- Minimum 10 years of Human Resources experience required with at least 7+ years of experience in compensation and benefits management
- High level expertise with short-term and equity incentive design and analysis
- Outstanding relationship management and collaboration skills
- Strong communication skills, both written and spoken with the ability to interact with people at all levels in a complex matrix organization.
- Strong analytical skills and significant detail-orientation.
- Ability to learn and apply new concepts effectively in a challenging, dynamic and evolving global environment.
- Organizational savvy, flexibility, adaptability and problem solving attitude.
- CEBS Certification, CPA credentials or MBA would be a plus.

Job Location

City of Commerce, California, United States

You can apply online at:

https://99only.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&id=23&jobid=215875&company_id=15983&version=1&source=ONLINE&JobOwner=967410&level=levelid2&levelid2=46337&parent=Human%20Resources%3B%3B%3BCompensation%20%26%20Benefits&startflag=3

Recruiter

Job Purpose: Achieves staffing objectives by recruiting and evaluating job candidates; advising managers; managing intern program; providing analytical data.

Recruiter Job Duties:

- Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.
 - Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport.
 - Determines applicant requirements by studying job description and job qualifications.
-

- Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
- Arranges management interviews by coordinating schedules; arranges travel, lodging, and meals; escorting applicant to interviews; arranging community tours.
- Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications.
- Manages new employee relocation by determining new employee requirements; negotiating with movers; arranging temporary housing; providing community introductions.
- Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and perks.
- Manages intern program by conducting orientations; scheduling rotations and assignments; monitoring intern job contributions; coaching interns; advising managers on training and coaching.
- Avoids legal challenges by understanding current legislation; enforcing regulations with managers; recommending new procedures; conducting training.

Experience/Qualifications

- Bachelor's Degree
- 3+ years HR /Recruiting experience in an HR environment
- Excellent communication skills: both oral and written, with strong negotiating and conflict management skills
- Knowledge of recruitment/placement laws and practices.
- Excellent organization skills and ability to function and adapt in a high demand and changing environment
- High level of customer service and relationship management, with excellent interpersonal skills
- Strong Planning and Prioritizing skills, with solid follow up abilities
- Strong knowledge of applicant tracking systems
- Strong knowledge of Microsoft Office and internet recruiting websites (i.e. Monster, Dice, LinkedIn, Indeed, Careerbuilder.com)

CONTACT:

Sonia Cruz, Benefits/Compensation Supervisor
Wesco Aircraft

Sonia.Cruz@wescoair.com

HR Director Greater Los Angeles area

The executive recruiting consulting firm of Saenger Associates has been exclusively retained to search for a great fit candidate for the position of Director, Human Resources. Our client is in the service business sector with multiple locations throughout Southern California. Exceeding customer expectations through excellence of product and service is how they have done business for decades. They are growing and adding locations.

RESPONSIBILITIES

As a member of the executive team, he/she will be a trustworthy, even-tempered, hands-on HR professional responsible for bringing innovative ideas to the traditional HR functions including recruiting, on-boarding, employee relations, performance management, workers comp, safety, training and team building.

REQUIREMENTS

- Restaurant/retail/hospitality experience
 - 15+ years in HR Management experience with strong business acumen
 - MUST be both strategic and hands-on
 - Bilingual English / Spanish
-

- Experience providing HR support for 500+ ee's at multiple locations, revenues of \$50MM and larger
- Knowledge of federal and state employment, labor laws and regulations
- Strong employee relations background
- Experience developing/deploying employee training and development programs
- Experience managing full cycle recruiting
- On-boarding/New Employee Orientation experience
- Ability to foster a cooperative work environment and strong team orientation
- Strong safety (OSHA) and workers' compensation expertise
- Bachelor's degree
- HR certifications preferred

This position offers a competitive compensation and benefits package. No relocation assistance provided.

For consideration, please email your resume with current compensation, in strictest confidence, to jobs@list.saengerassociates.com.

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

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 has a broad product portfolio and award-winning development talent. It has created, licensed or acquired a diverse portfolio of highly recognized brands that span a wide range of categories and can be played on a personal computers, console game systems, handheld game systems and mobile devices.

Basic Function:

The **HR Coordinator** is responsible for providing day-to-day administrative support to HR Generalists and other HR personnel. This includes admin management of our QA recruitment process, responding to questions and resolving issues, admin support for the learning and development team i.e. coordinating training sessions, updating records, arranging facilities and any other ad hoc duties that may be required.

This is a temporary position through to Middle of August.

This role is based out of our office in El Segundo, CA.

Duties and Responsibilities:

- Act as a Departmental Assistant and manage work flow of the department
- Manage the admin flow for QA recruitment process (high volume) – Including making appointments for in-person interviews, arranging sign up with our onsite payroll management team and booking candidates on training sessions and keeping up to date our candidate tracking system.
- Assist with HR processes such as: org chart maintenance, admin support for the L&D team, ad hoc and ongoing reporting
- Complete special projects as assigned

Qualifications

- Bachelor degree in HR/Business or related field; or equivalent work experience
 - Minimum 1-2 years as a coordinator supporting an HR department with heavy emphasis on recruiting a plus.
 - Ability to multi-task in a busy environment
 - Strong interpersonal and customer service skills
 - Advanced Word and Excel software skills
 - Exceptional detail orientation and organization skills
 - Strong written and verbal communication skills
 - Analytical and problem solving skills
-

Please send all resumes to:
Louise Grace, Activision Blizzard Human Resources
100 North Sepulveda Blvd., Suite 900 El Segundo CA 90245
louise.grace@activision.com

Human Capital Management (HCM) Generalist

Golden State Water in San Dimas, CA

POSITION DEFINITION : HCM Generalist

The Generalist creates and leads human capital practices and objectives to a high performance culture that emphasizes quality, productivity and standards, and the recruitment of a superior workforce to meet the Company's business needs. Key to these functions includes the competencies to provide advice, assistance, and follow-up on Company policies, procedures...

Read full description and apply at <http://hrnewswatch.jobcoin.com/jobs/show/2850394-human-capital-management-hcm-generalist>

Senior Compensation Analyst – Santa Clarita

Randstad Human Resources is partnering with a premier travel client in search of a Sr. Compensation Analyst to support a group of about 2,000 employees. This role is a crucial member of the compensation and benefits team and will have responsibility in working with department managers on development of salary structures, job specs, benchmarking, design and development of new incentive plans, improvement of existing plans and programs as needed, and provide comp analyst support as necessary.

- Prepares well written and organized summary documents and proposals based on analysis.
- Manages performance management systems and processes; identifies and recommends potential system upgrades and process enhancements.
- Analyzes performance management data to identify trends, anomalies or issues and recommends action plans based on analysis.
- Prepares summary and detailed reports for management on a regular basis.
- Keeps apprised of applicable federal, state, local and international compensation related laws and regulations to ensure Company compliance.

Requirements

- BA/BS in HR or related field.
- Minimum of 5 yrs experience within the compensation arena, including general HR.
- Proficient in Microsoft Word and Excel; familiarity with Access a plus.
- Excellent verbal and written communication skills.
- Strong organizational and leadership skills.
- Ability to research, analyze and interpret data.
- Flexible and able to adapt to changing priorities.

Compensation

DOE Plus Flexible Schedule & Relocation Assistance

Juelyie Lee, National Executive Recruiter
Randstad Human Resources, formerly Human Resources International (HRI)
Minneapolis, MN
T: 651-683-2447
juelyie.lee@randstadusa.com | www.randstadhumanresources.com

Contract HR Generalist

1-800-DENTIST - Greater Los Angeles Area

Job Description

Temporary Human Resources Generalist Needed for 1-800-DENTIST®

If you are looking for an exciting opportunity to grow your HR career in a fast-paced, dynamic organization, you've come to the right place! Our Human Resources Department has an immediate opening for a Temporary Human Resources Generalist for a 4-5 month assignment during a maternity leave. The key responsibilities of the position are below, but the right candidate will be able to pursue projects in other areas.

What you'll be doing:

- Full-cycle recruiting
- Benefits reconciliation
- HRIS administration in ADP Workforce Now
- Leave of absence administration
- Other HR projects as assigned

Desired Skills & Experience

What you'll need:

- Demonstrated knowledge of principles and practices of human resources management and CA and federal labor laws and regulations
- Ability to manage multiple projects and priorities in a fast-paced environment
- Strong communication and interpersonal skills
- Must be able to handle confidential information
- Bachelor's degree preferred
- Experience with ADP Workforce Now preferred
- Proficiency in Microsoft Office (Word, Excel, Outlook)

How to apply:

Interested candidates should contact Kathy Spira directly at kspira@1800dentist.com. Please put "HR Contract" in the subject line.

NO CALLS PLEASE. All qualified candidates will be subject to a background check. Only candidates being considered will be contacted.

About 1 800 DENTIST

You've seen us on TV, you know what we do! 1-800-DENTIST has been the leader in dental marketing since 1986. As the industry's top lead-generation company, we help millions of consumers every year by matching them with the perfect dentist for their needs.

1-800-DENTIST is a thriving private equity backed company with resources for boundless growth. We are hard-working professionals who understand the value of a fun, dynamic work environment. The dress is casual, and innovative ideas are encouraged. Our office is located in a prime location near the 405 and LAX airport.

If you're looking to work hard, have fun, and be proud of what you do, 1 800-DENTIST is the place for you. Please visit www.1800dentist.com for more information.

Seasonal Human Resources Specialist, E-Commerce San Bernardino, CA @ Kohl's Corporation

Assists in human resource activities within the Distribution Center by supporting the department's objectives. Provides advice, assistance and follow-up for associates in the Distribution Center on company policies, procedures and documentation. Coordinates the resolution of specific policy related...

Full description and to apply <https://kohls.taleo.net/careersection/10140/jobdetail.ftl?job=175256&src=JB-10244>

Temporary position with a major law firm in downtown **LA**. The position does have potential to go perm. Lots of excel data work!

Jennifer Marcinkowski, Sr. Recruiting Manager, JHill's Staffing Services
11400 W. Olympic Blvd Suite 200, Los Angeles, CA 90064
jen@jhccs.com 310-914-0140 (w) 310-938-6682 (c)

Senior Compensation Analyst – Santa Clarita

Randstad Human Resources is partnering with a premier travel client in search of a Sr. Compensation Analyst to support a group of about 2,000 employees. This role is a crucial member of the compensation and benefits team and will have responsibility in working with department managers on development of salary structures, job specs, benchmarking, design and development of new incentive plans, improvement of existing plans and programs as needed, and provide comp analyst support as necessary.

- Prepares well written and organized summary documents and proposals based on analysis.
- Manages performance management systems and processes; identifies and recommends potential system upgrades and process enhancements.
- Analyzes performance management data to identify trends, anomalies or issues and recommends action plans based on analysis.
- Prepares summary and detailed reports for management on a regular basis.
- Keeps apprised of applicable federal, state, local and international compensation related laws and regulations to ensure Company compliance.

Requirements

- BA/BS in HR or related field.
- Minimum of five years' experience within the compensation arena, including general HR.
- Proficient in Microsoft Word and Excel; familiarity with Access a plus.
- Excellent verbal and written communication skills.
- Strong organizational and leadership skills.
- Ability to research, analyze and interpret data.
- Flexible and able to adapt to changing priorities.

Compensation
DOE Plus Flexible Schedule & Relocation Assistance

Juelyie Lee, National Executive Recruiter
Randstad Human Resources, formerly Human Resources International (HRI)
Minneapolis, MN Telephone: 651-683-2447
juelyie.lee@randstadusa.com | www.randstadhumanresources.com

Complex HR Manager – California

Exciting opportunity for an experienced manufacturing HR Manager to join a Fortune 500 food manufacturer. The Complex HR Manager will provide HR services to approximately 500 hourly union and 80 management and office staff employees on a 40 acre campus. Responsibilities include organizational development/training, coaching

supervisors, employee and labor relations, recruitment and selection, compensation and performance management, employee communications, safety, EEO, ADA, COBRA, FMLA compliance. Union manufacturing experience required. The company is only interested in candidates who are promotable to at least the next level. The company offers a six-figure salary, bonus and an outstanding relocation package. For more information, please call Bruce Widnes at 904.261.2211 or send your resume in confidence to bruce@bestapplicants.com and I will call you.

Bruce A. Widnes, President
The Recruiting Group, Inc.
Amelia Island, Florida
904.261.2211 (direct line)
<http://www.linkedin.com/in/brucewidnes>

I am reaching out to you today in reference to a position that we are hiring for in our corporate office in **El Segundo**, CA. This position is a **Senior HR Manager** overseeing a high volume of employee relations, HR initiatives and programs including workforce planning, performance management, employee engagement, training and development and legal compliance. This position requires heavy employee relations investigation. I can send over a full description at your request...

If you are not on the market at the moment however you may know someone who is, please have them contact me a.s.a.p. at natasha.kelso@cbre.com.

Natasha Kelso | Corporate Recruiter
CBRE | Human Resources
2100 Ross Avenue, Suite 1600 | Dallas, TX 75201
T 469-587-1781 | F 214 979 6160
Natasha.kelso@cbre.com | www.cbre.com

HR Business Partner
Belkin - **Greater Los Angeles Area**

What you'll do

As a Human Resources Business Partner, you will play an important role in shaping Belkin's growth and transformation by providing guidance and counsel on human capital issues to the Engineering and QA management team. HR Business Partner provides leadership and consultation to influence their respective groups to operate in alignment with Company's vision, strategy, values and culture while supporting the improvement of organizational performance. The Business Partner will be looked to for strategic business consultation, requiring independent judgment and decisiveness, and the ability to analyze and synthesize data in order to provide solutions that get business results.

How you'll do it

- Partners with Engineering/QA client group to identify key Human Resources issues, outlines strategic alternatives and recommends action plans to Execs and their leadership team in order to improve business results
 - Designs and provides strategic consulting on organizational change efforts that support business goals
 - Supports respective management team in developing and implementing effective organizational design and structure, talent and retention strategies, reward and recognition initiatives and performance management efforts for meeting business objectives
 - Provides management coaching to build leadership capabilities and resolve employee issues
 - Performs problem analysis and resolution and collects relevant data to identify trends
 - Evaluates, distills and prepares interpretation of the data for customers to improve decision making regarding their workforce
-

- Proactively maintains a high level of business knowledge of client groups, Company and the industry

What you'll need

- Bachelor's Degree in Business, Human Resources, Organizational Development or equivalent. SPHR certification and International Experience is a plus
- 2+ years' experience in progressive business environment that have global focus
- Minimum of 1-5 years Human Resource Generalist experience
- Strong business acumen and a passion for HR as a key driver of business results
- Experience operating in a matrixed organization is essential
- Expert knowledge of current HR processes, practices, and employment law, as well as a solid understanding of all HR disciplines including recruiting and selection, management coaching, talent management, compensation and benefits, performance management, employee relations, people strategy planning and organizational effectiveness/development
- Proven track record in utilizing this knowledge to plan and implement effective human resources intervention to business problems
- Strong analytical and decision making skills and the ability to produce and derive positions and recommendations from varied data sources. Competent in use of data sources and tools including HRIS systems and Excel

What you've done

- Actively participates in rollout of company-wide HR initiatives and programs including performance management, talent management and development, workforce planning and culture /change management. This includes development initiatives including talent interviews,
- Performance management and metrics and role alignment
- Work with finance on bonus alignment, metrics and analysis
- Participate or lead global HR related projects
- Performs other duties as assigned

What you're getting into

We've got big collaborative spaces for your big ideas, so bring an open mind and leave your suit in the closet. We all are committed to creating unique and rewarding consumer experiences. Everyone is interested in succeeding – for the team, for themselves and for the business. Cross-functionally and across the company, everyone has common goals and aspires to be their best.

You will learn something new or at least look at things differently every day. There are so many smart and creative people around that you'll be motivated to pursue the ideal.

Team spirit is infectious. Belkin is an extremely open workplace, where communication is essential. Not every idea will be accepted, but you'll be asked for your point of view. Innovation thrives on multiple and varied levels. At Belkin we challenge conventional wisdom and refuse to accept that something cannot be done.

For more details and to apply for this position, visit us at www.belkin.com/careers

Director, Human Resources

City of Hope - Greater Los Angeles Area (Duarte)

The Medical Center HR Director

This role requires experience working a minimum of 5 years' experience working in a medical or healthcare environment. The Director provides collaboration/leadership to employees at all levels across the Medical Center.

As well, the Director will drive HR activities that align the business strategy with the human capital strategy in order to positively impact business performance. The Director will consult on a wide range of HR generalist, operational and analytical activities including, but not limited to, employee relations, compensation, workforce planning/talent acquisition, employee development and engagement, organizational design and culture. The individual in this role will be a key contributor to strategic initiatives that facilitate HR effectiveness, and will be responsible for developing and deploying HR best practices to key stakeholders.

Major Responsibilities:

- Develop a working knowledge of client group and enterprise-wide business processes and goals.
- Lead, facilitate and/or participate in key meetings with stakeholders
- Align internal HR activities with Medical Center/COH strategic goals
- Apply knowledge of client group to advance HR effectiveness and organizational development activities (i.e. identify opportunities for advancing talent management strategies and approaches)
- Consult on and drive talent and culture activities, including recruitment, performance management, compensation, organizational effectiveness, succession planning, diversity and inclusion, career development, and leadership engagement - provide innovative solutions to human capital challenges.
- Partner with key stakeholders across Medical Center/COH to ensure the timely coordination and execution of plans and activities.
- Assist business unit leadership with data analysis and reporting of organizational design, structure, compensation and other factors to help incorporate and drive industry best practices within the operational unit
- Manage the day-to-day aspects of one or more complex projects
- Establish strong relationships with all internal HR functional specialists that support the enterprise.
- Collaborate with the HR specialist to identify opportunities for process improvement and consistency of key HR processes that improve operating performance and facilitate the achievement of the business goals

Desired Skills & Experience

- Proven success partnering with Medical Center employees at all levels
- Demonstrated proficiency in multiple HR functional areas including compensation, organizational development, staffing, leadership development, talent and culture
- Proven leadership experience in setting and driving an HR agenda
- Demonstrated experience partnering with employees at all levels
- Proven track record of assessing capability needs, identifying talent gaps and establishing cultures that drive business results.
- Able to provide thought leadership on the implementation of HR strategies to address organizational, talent development and other key factors impacting a business
- Ability to successfully navigate the operational and strategic dimensions of the role.
- Able to quickly gain credibility with client team and internal HR community
- Able to identify the HR implications of business issues and strategy
- Able to leverage resources in support of Medical Center/COH business objectives
- Knowledge of strategy planning, change management and organization development methodologies
- Highly developed oral and written communication skills
- Proven interpersonal & influencing skills.
- Strong business acumen and organizational skills
- Demonstrated ability to manage multiple tasks simultaneously and able to react to shifting priorities to meet business needs

- Demonstrated ability to bring innovative solutions to complex issues
- Able to work across highly matrixed organization
- Bachelor's degree or equivalent work experience required
- 10+ years relevant work experience preferred, 5+ years working in the Healthcare industry required

Company Description

City of Hope is recognized worldwide for its compassionate patient care, innovative science and translational research, which rapidly turns laboratory breakthroughs into promising new therapies.

We are one of only 40 National Cancer Institute-designated Comprehensive Cancer Centers nationwide and a founding member of the National Comprehensive Cancer Network. An independent biomedical research, treatment and education institution, we are a leader in the fight to conquer cancer, diabetes, HIV/AIDS and other life-threatening diseases.

Every day we pursue new and better ways to improve the lives of men, women and children here and around the world – and have for almost 100 years.

<http://ch.tbe.taleo.net/CH13/ats/careers/requisition.jsp?org=CITYOFHOPE&cws=1&rid=1928>

Director, Field Human Resources

IHOP - Glendale, CA (Greater Los Angeles Area)

Job Description: Director, Field Human Resources

Position Summary: The newly created role of Director, Field Human Resources will be responsible for providing leadership in developing and executing human resources strategy in support of the overall IHOP business plan and strategic direction. HR Practice concentration will include but not be limited in the areas of consultative partnership, talent acquisition strategy design, change management, training and development, team member relations & support with an emphasis on Field support in a National Market.

The successful incumbent will be responsible for supporting the architecture of a Best in Breed Human Resources Department.

Essential Duties and Responsibilities:

- Lead, structure, develop and evaluate the performance of IHOP's Field Human Resources function. Develop scalable processes and build the team to facilitate Company growth.
 - Function as a strategic business partner to the Leaders & Management of all Field operations and its corporate restaurants regarding both organizational and management issues.
 - Design and implement cost effective and legally compliant programs, policies, practices and processes that effectively communicate and support the company's strategic vision and business objectives, equally, building & executing efficient process and process infrastructure for sustainable & measurable team member satisfaction delivery.
 - Responsible for IHOP's compliance with Federal and State legislation pertaining to all areas of the Human Resources function.
 - Responsible for IHOP's compliance with Federal and State legislation pertaining to all areas of the Human Resources function.
 - Develop strategic & organizational planning models that identify the competency, knowledge and talent gaps of existing leaders and key contributors. Partner with business leaders & Field Operations Leaders,
-

Managers to develop appropriate solutions that ensure employment levels remain at acceptable business driven levels.

- Develop and manage the Human Resources department, related budgets and other financial metrics of the Human Resources Department.
- Serve as a liaison partner and strategist to Franchise owners regarding best practices and act as a resource to their in-house HR departments.
- This position will require a minimum of 35%-40% domestic travel.

Experience, Skills and Competencies

- The Director, Human Resources position requires a highly strategic and experienced Human Resources professional who possesses an extensive and diverse background within the HR profession's practices and concepts- specifically within a multi-unit, retail or restaurant environment with a proven track record in a Franchise Model.
- Additionally, exhibiting professional judgment & discernment in planning & effectively executing against organizational and department level goals will be hugely important to the success of the new Director.
- The incumbent should have the ability to bring immediate credibility to the Human Resources function through their professional qualifications, leadership skills as well as project the highest levels of integrity & professional grace. Candidates that are true "roll up the sleeves", independently directed individuals will find the entrepreneurial fueled culture both fast paced & fulfilling as a key member of an integrated team. Additionally, candidates should be decisive who can strategically and tactically evaluate and implement sophisticated HR related programs and initiatives.

Education and Certifications:

- Bachelor's degree required; or seven to ten years' related experience and/or training; or equivalent combination of education and experience
- Master's in Business Administration preferred; or other Graduate level degrees with organizational development, human resources or other related field of study
- Prior experience in a franchised community is ideal
- PHR or SPHR preferred
- Approximately 20-25% travel required to implement strategic human resource initiatives
- Technology savvy and advanced proficiencies within the MS Office Suite
- Must have HR Management Field experience within a multi-unit restaurant, hotel, retail environment with preference given to those candidates that have developed and nurtured a franchise model culture.

Company Description

DineEquity, Inc. - The largest full-service dining company in the world.

In the past, the world knew us as IHOP, an American icon to our guests and a franchising company that was focused on providing strategic leadership and vision for our franchisees and on enhancing value for our shareholders. With this dedicated focus, we cultivated a core expertise in brand revitalization and franchising know-how which became the basis for the winning formula that has defined the financial success of our business in recent years. With the addition of Applebee's to the IHOP family of restaurants in November 2007, we made a bold new commitment to our brand revitalization abilities and to the power of franchising. DineEquity promises to make our two businesses

more powerful and more successful than either brand could have been apart.

Along with the new name comes a new opportunity to focus even more clearly on how we win: energizing our brands, improving the operational performance of our franchise systems, and maximizing franchise development. These goals, along with transforming Applebee's to a nearly 99% franchised system; inform how DineEquity provides leadership for our Applebee's and IHOP brands, today and into the future.

<http://www.linkedin.com/company/164305/careers?trk=jobtocomp>

Director, Human Resources

San Manuel Band of Mission Indians - **Greater Los Angeles Area**

Job Description

Do you possess a demonstrated track record of accomplishment, organizational improvement and leadership experience across all functional Human Resources disciplines including, but not limited to:

- Compensation design and administration including incentive compensation programs
- Employee Relations, Labor Relations including contract negotiations, contract administration and grievance administration
- Full range of Benefit Program design and administration
- Employment and Recruitment at all organizational levels (high volume)
- Employment Law, Wage and Hour Law
- Organizational Assessment, design and development, Management training and program development including Performance Management initiatives
- Human Resources Information Systems (HRIS) and data base systems management
- If you answered yes, then continue reading... San Manuel Band of Mission Indians is seeking a Director, Human Resources.

Desired Skills & Experience

Candidates must have demonstrated professional experience in the following areas:

- Successfully managing a full service Human Resources Department of no less than fifteen (15) managers, professionals and non-exempt personnel.
- Successfully providing timely, superior quality Human Resources support services, across all functional HR disciplines, to an organization supporting at least 2,500+ employees (single or multi-site) with corporate/division revenues exceeding at least \$400M.
- Successfully managing an annual Human Resources budget in the range of \$3M to \$5M.

Professional Experience and Educational Requirement:

- Minimum of Fifteen (15) years of relevant professional Human Resources leadership experience
- Experience in the Entertainment, Services, (Gaming and/or Resort) industry segments preferred.
- Minimum Education Requirements:
- Bachelor of Science, Business Administration (major in Business, Accounting, Finance or Information Systems) required.
- Master of Business Administration preferred.

Company Description

The San Manuel Band of Serrano Mission Indians is a federally recognized American Indian tribe located near the

city of Highland, Calif. The Serrano Indians are the indigenous people of the San Bernardino highlands, passes, valleys and mountains who share a common language and culture. The San Manuel reservation was established in 1891 and recognized as a sovereign nation with the right of self-government.

<http://www.linkedin.com/company/45182/careers?trk=jobtocomp>

Recruiter

USC Auxiliary Services - Greater Los Angeles Area

Job Description

The University of Southern California (USC), founded in 1880, is located in the heart of downtown L.A. and is the largest private employer in the City of Los Angeles. As an employee of USC, you will be a part of a world-class research university and a member of the "Trojan Family," which is comprised of the faculty, students and staff that make the university what it is.

USC Auxiliary Services is seeking a passionate and experienced Recruiter to join its Human Resources team!

The ideal candidate will have professional experience working in a fast-paced, customer-service oriented environment and will possess the skills necessary to successfully recruit across a variety of disciplines. Additionally, the ideal candidate will have a demonstrated ability to develop and implement creative sourcing strategies and will be able to persevere and deliver results when presented with challenges or set-backs.

The Recruiter will be responsible for full-cycle recruitment including, but not limited to developing position profiles and recruitment plans, proactively sourcing candidates, facilitating the candidate selection process, maintaining accurate records in the ATS, partnering with hiring managers to assist in making informed decisions, managing pre-employment background/drug testing process, and extending job offers.

Job Accountabilities

- Partner with HR Manager and hiring manager to obtain necessary information to open requisition in PeopleAdmin.
- Source and interview candidates that are aligned with Auxiliary Services' mission and values.
- Schedule and coordinate interviews with hiring manager and/or panel.
- Keep candidates abreast of recruitment process to ensure the best candidate experience.
- Manage recruitment metrics; maintain accurate and timely recruitment reports.
- Ensure smooth and professional on-boarding for new hires.
- Keep current on best recruitment practices; utilize social media to reach a wider audience.
- Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

Requirements

- 3-5+ Years of full cycle recruiting experience; preferably as an internal/corporate recruiter recruiting for customer service, hospitality, or retail positions
- Bachelor's degree in business or closely related field
- ability to work in a complex recruiting environment
- experience developing process and procedures
- experience recruiting for high volume, individual contributor and management level positions
- ability to interact with all levels of candidates

USC has excellent benefits including health benefits for staff and family, eligibility for retirement plans, tuition benefits for staff and family, life insurance, free Professional Development classes and discounts to USC sporting events. The University of Southern California values diversity and is committed to equal opportunity in employment

Company Description

USC Auxiliary Services, one of the largest divisions at the University of Southern California, is a dynamic organization comprised of five integral business units: USC Bookstores, USC Hospitality, USC Housing, USC Transportation, and the Radisson Hotel. At USC Auxiliary Services, we strive “to create the best USC experience” with quality products and services that anchor our Los Angeles campuses. Whether you come to USC for a day’s visit, a world-class education, or a rewarding career, there’s a good chance you’ll be shopping, dining, riding, or staying with us!

At USC Auxiliary Services, we take pride in our diverse mix of talented and dedicated people from all walks of life. When we recruit, we search for the brightest stars in the best industries. From merchandising and culinary arts to graphic design and human resources, there are a variety of opportunities to join the Trojan family.

Apply today at <http://usccareers.usc.edu/>

Young's Market Company is an established 125 year old privately held company in **Orange County** (Tustin) area and currently has an opening for an **HR Associate** on the Talent Acquisition Team. This position is an entry-level HR position and ideal for someone who has just completed their degree program and looking to start their HR career.

Position Type: Entry-Level Non-Exempt

Location: Tustin

Salary Range: \$14 - \$18/hour

Position Highlights:

- Manage the candidate experience through the on-boarding process
- Development and distribution of offer letters
- Coordinate I-9 verifications, background checks, physicals, drug screens, and orientation sessions
- Communicate with candidates, business partners, and HR staff

Ideal Candidate:

- Associates degree, bachelor's preferred in an HR or related discipline
- 1-2 years of HR experience in a fast paced high volume setting preferred
- Ability to demonstrate strong attention to detail
- Excellent communication skills
- Familiarity with Applicant Tracking Systems
- Intermediate or above Excel skills
- Can do attitude and willingness to learn and take on other HR tasks

Qualified and interested applicants should submit their resume to:

quincykinsey@youngsmarket.com

Los Angeles based manufacturing company is looking for **Senior HR Professional** with prior Labor Relations experience to lead their HR function. Generalist position with responsibilities to lead HR Strategic plan, union and labor relations; manage the recruitment function, compensation and benefits and employee relations.

Client is a multi-location manufacturer and seeking candidates with the following background.

Desired requirements:

- Bachelor's Degree
 - 5 + years progressive HR experience in a unionized manufacturing environment.
 - Knowledge of California Employment law.
-

- Ability to work with all levels of the organization.
- Excellent written and verbal communications skills.

Position can be either a Senior HR Manager or HR Director and compensation would be negotiable due to the level of individual.

Interested candidates please contact
Dick Gast 949-472-1130 Richard Gast & Associates LTD
dick@rgaltd.com

Director of Human Resources

Our Client, a well-established wholesale/retail products company, located in the **Los Angeles metro area**, with sales volume in excess of \$250 million and poised for a major expansion, is seeking a seasoned Director of Human Resources to be a key member of their management team.

Salary to \$200K+ and 40% bonus.

Relocation available

The successful candidate will have strong training and development experience and have been working in an inventory driven industry (manufacturing, distribution, retail, construction materials); high volume environment. Must have a minimum of 15 years' experience; 5 years as the most senior HR executive within an organization with broad exposure and responsibility of the development and execution of strategic and operational plans and objectives, within a multi-state and multi-location environment. This position reports to the President of the company.

A complete detail job description available upon request.
Contact: Rick Manning, F.E. Manning Associates
818.832.3249; rm@femanning.com

Regional HR Generalist @ Morgan Stanley
Company: Morgan Stanley
Location: **Los Angeles**, CA

Description:

The Morgan Stanley Smith Barney Human Resources Department within Morgan Stanley is looking for a generalist. This role will interface with internal members of Human Resources in every product area in the division as well as managers and employees at all levels of the organization. This role is a unique opportunity to become part of a team of strategic Human Resource professionals dedicated to...

Read full description and apply at:

http://careers.peopleclick.com/careerscp/client_ms/external/gateway.do?functionName=viewFromLink&jobPostId=396625&localeCode=en-us&source=Indeed.com&sourceType=PREMIUM_POST_SITE

HR Assistant (Part-time: 20-31 hours per week)
Hallmark Aviation Services, **Los Angeles**
Salary: \$10.00 - \$12.00 USD per hour depending on experience

Job Description

- Set up and maintain employee files
-

- Conduct background investigations and reference checks
- Process applicants and maintain employee files
- Perform general HR functions daily
- Process paperwork for status changes and terminations
- Generate and maintain the Turnover Report
- Oversee the maintenance and administration of the Employee Referral Program
- Maintain and update daily/weekly information for necessary reports

Required Skills

- Must be HIGHLY organized and detail-oriented
- Must have STRONG Customer Service Skills
- Computer skills, including WORD and EXCEL (CREATE spreadsheets)
- Should be able to type 35 WPM
- Ability to work and handle multi-tasks within specific time constraints
- Must meet deadlines on several projects concurrently
- Capable of working independently and be a self-starter
- Strong communication skills, both written and verbal
- Able to work independently with excellent follow through
- Strong and upbeat telephone skills
- Able to develop and maintain excellent and professional relationships with people at all levels
- Must pay close attention to details
- Able to occasionally work extended hours

Required Experience

The following experience is a plus:

- Previous work experience in an HR department
- Previous administration experience
- Previous uniform distribution experience

https://hallmarkaviationservices-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=52&company_id=16355&version=1&jobBoardId=1112

Employee Relations Manager - (59568)

Cerritos with 10-20% travel

Full-time

About Iron Mountain

Iron Mountain Incorporated (NYSE: IRM) provides information management services that help organizations lower the costs, risks and inefficiencies of managing their physical and digital data. The company's solutions enable customers to protect and better use their information—regardless of its format, location or lifecycle stage—so they can optimize their business and ensure proper recovery, compliance and discovery. Founded in 1951, Iron Mountain manages billions of information assets, including business records, electronic files, medical data, emails and more for organizations around the world. Iron Mountain is an Equal Opportunity Employer. Visit www.ironmountain.com or follow the company on Twitter at [www.twitter.com/IronMountainInc](https://twitter.com/IronMountainInc) for more information.

Job Summary

Provide Employee Relations Leadership to designated field locations for all business lines in assigned territories. Maintain effective relationships with business partners in order to drive business results through dynamic and positive employee relations strategies. Ensure consistent practices and decision making in employee relations within their territories in order to mitigate risk and promote a strong, ethical and motivating environment.

Essential Functions

- 15% Identified and recommends strategies to address current and future employee relations and retention needs. Participates in projects to develop employee relations best practices and propose new/ modified programs and policies to better organizational needs. Manages and reports on identified metrics that support company proactive employee relations strategies (P)
- 10% Provide employee relations leadership by ensuring compliance to company policies and practices and federal, state and local laws; respond to field inquiries and direct resources that can assist or accelerate issue resolution (P)
- 15% Conducts complex investigations and mitigates risk by ensuring compliance with EEOC, DOL and NLRB policies (P)
- 15% Conduct formal (ERL class series, Performance Management) and informal (change management, conducting difficult conversations) training for front line leaders (S). Serve as advocate and advisor for front line supervisors and managers.
- 25% Serve as ER hourly employee “advocate” through proactive (roundtable facilitation, Transportation ride-alongs, etc.) and reactive (Dispute Resolution, Open Door, Ethics Hotline and employee outreach) behaviors. Drive resolution of all open issues in a timely and professional manner (P)
- 5% Champions Company, Area and Territory initiatives by working closely with ER communications to develop and deliver compelling, honest talk tracks that inspire and motivate employees (P)
- 10% Functions as a liaison with HRBP’s and COE’s to assist in driving company programs and policies, including employee opinion surveys, performance management, etc., that advance organizational and employee growth. (S)
- 5% Work in partnership with Labor Relations team to manage formal union campaigns and/ or union avoidance strategies as needed or developed for assigned areas of responsibility

Job Requirements

- Demonstrates a minimum of 5-8 years of HR and/ or Employee Relations experience.
 - Possesses broad knowledge of all internal HR programs and services.
 - Ability to understand and interpret state and federal laws associated with employee relations, including, but not limited to, FMLA, ADA and NLRB and EEOC case ruling.
 - Ability to communicate and present effectively to all levels of the organization, in particular front line leadership and non-exempt employee groups.
 - Has a strong sense of urgency in both solving problems and defining problem solutions to mitigate future risk and issue recurrence.
 - Proven skills in MS Office products required including Word, Excel and PowerPoint
 - **Leadership:** Trusted advisor and advocate. Provides strong direction when resolving issues and delivering positive and proactive ER strategies. Delivers consistent programs and responses to improve upon the effectiveness of the North American business
 - **Problem Solving:** Thinks at all levels (exempt and non-exempt) when resolving issues; provide consistent, realistic and empathetic communication that is understood and acknowledged by business leaders and hourly staff. **Partners** in a consistent and positive manner with HRBP (within assigned territories) and Centers of Excellence to ensure issue resolution and proper role clarity in delivering programs to territory
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employees.

- **Nature of Impact:** Impacts overall organizational effectiveness via leadership actions and decisions
- **Area of Impact:** Impacts both business unit and HR function through influence and program management. Must be seen as an SME in employee and labor relations.
- **Interpersonal Skills:** Ability to be seen as a trusted advisor and subject matter expert by hourly and exempt territory leadership by building relationships with leaders and instilling confidence through exceptional performance

Travel Requirements include multi-state geography:

- Total travel: 60%
- Local travel: 30%
- Overnight travel: 30%

Education and Experience

- Undergraduate degree required
- Licenses & Certifications Required: PHR/SPHR or other related HR professional certification preferred
- The ideal applicant will have current experience in Employee Relations.
- Only those candidates whose experience best meets our requirements will be contacted.

At this time we are considering only local candidates who are able to work without employer sponsorship. No agencies or phone calls, please.

<https://ironmountain.hua.hrsmart.com/hrsmart/ats/Posting/view/59568>

HR Generalist

Santa Fe Springs, CA

FLSA STATUS: Exempt

Responsibilities

- Coordinates full cycle recruiting efforts i.e. generating job descriptions, pre-screening, interviewing; on-boarding.
- Administers unemployment claims, attends unemployment hearings.
- Ensures regulatory compliance with ADA, FMLA, EEOC, etc. Stays current on recent federal, state and case law changes and monitors labor law updates for changes that affect HR.
- Proposes, publishes and administers personnel policies.
- Prepares and maintains records and procedures for controlling personnel transactions and reporting personnel data. Maintains HRIS integrity.
- Responds to any questions and/or requests by governmental agencies, including employee complaints. Represents the company at hearings.
- Establishes, evaluates and maintains departmental reports and key indicators. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Directs local benefits administration, enrollment and open enrollment meetings.
- Responsible for internal company communication, including bulletin boards, company newsletter, etc.
- Performs other duties as assigned.

Qualifications

- Prior experience in unionized environment
- Bachelor's degree preferred, but not required
- 4-5 years of recent and relevant HR Experience
- Bilingual Spanish skills required
- Communication/public relations skills required
- PHR preferred
- SAP experience is preferred

<http://ch.tbe.taleo.net/CH12/ats/careers/requisition.jsp?org=JBSSWIFT&cws=1&rid=1743&source=Indeed>

The **HR Manager** is accountable for managing all Human Resource functions within the company, including: implementing HR operational strategies; analyzing business information and leading HR and business project initiatives; proactively engaging in employee relations issues, managing candidate selection and employee development activities; and managing programs, policies and procedures in support of our business culture.

Position Responsibilities may include, but not limited to:

- Partners with executive-level staff throughout the organization to get input on HR decisions and ensures the delivery of high-quality HR processes.
 - Translates the vision, mission, and strategy into projects and initiatives with milestones and delivery schedules.
 - Evaluates potential issues or service needs and formulates strategic responses.
 - Develops and implements distribution center recruiting and staffing strategies including advertisement, interviewing, and orientation.
 - Demonstrates employee advocacy and develops a reputation as a neutral and approachable HR professional serving all employees and the organization.
 - Mediates difficult employee relations and/or other interactions as a neutral party.
 - Designs, develops, and implements distribution center training and development programs including safety, management, supervisory, and value-added training.
 - Leads talent management, employee development, and succession planning initiatives.
 - Communicates benefit-related changes and assists distribution center employees with questions regarding benefits.
 - Designs, revises, and communicates distribution center personnel policies and procedures.
 - Assures distribution center complies with all federal, state, and local laws governing employment.
 - Coordinates, manages, and measures distribution center safety program including training, compliance, policy development, and workers' compensation.
 - Designs and maintains the distribution center's affirmative action plan by conducting statistical analysis and documenting progress in the AAP.
 - Measures distribution center performance in the areas of human resources and safety and presents information to corporate management and customers.
 - Manages the distribution center employee's performance evaluation and career development process.
 - Assists distribution center leadership team with budget formulation and management.
 - Designs programs and policies to cultivate a strong customer service culture in the HR function
 - Provides value-added services including strategic management, leadership development, and project management.
 - May be assigned as a subject-matter expert on one or more human resource disciplines for the company.
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- Any other duties as assigned.

Required Skills and Experience:

- 5-7 years of recent HR generalist experience, with strong leadership and hands-on capabilities in Employee Relations, Staffing, Talent Management, Performance Management, and Regulatory Compliance
- Bachelor's degree in Business/HRM
- Must be available for occasional travel to provide extended on-site support of other Reyes Holdings operations
- Must have desire to grow with the company and develop readiness to relocate to other Reyes Holdings operations as need and opportunities arise.
- Must be a self-starter with the ability to balance conflicting points of view, function effectively under pressure and demonstrate discretion, integrity and fair-mindedness
- Proven ability to resolve complex problems by leveraging business/HR knowledge and client relationships
- Track record of developing successful client relationships/business partnerships
- Strong strategic mindset with the ability to logically organize thinking on issues, develop thorough execution plans and drive process to successful implementation
- Strong experience working the "soft side" of HR including effective employee /management communications and developing a culture of cooperation, teamwork and open communication at all levels
- Ability to anticipate business needs, think proactively and respond appropriately
- Experience managing multiple projects concurrently, demonstrating a sense of urgency and results orientation
- Ability to learn new systems quickly and create improved efficiency
- Excellent follow-up skills with the ability to follow-through to completion
- Track record of success working at a fast pace
- Effective communication, writing and grammar skills, paying great attention to detail
- Proficient with HRIS and MS Office programs and familiarity with Applicant Tracking System (ATS)
- Excellent verbal and written communication skills. Proficient in Microsoft Office
- This position must pass a post-offer background and drug test.

Preferred Skills and Experience

- HR Certification

Reyes Beverage Group
1625 S. Lewis Street, Harbor Distributing-Anaheim
Anaheim, CA, 92805, US

https://secure.jobappnetwork.com/apply/c_rbg/l_en/HR-Manager-job-Anaheim-CA-US-112790.html

We are growing and have approval for a PT payroll person to **Help in Payroll and HR**. This position could eventually go FT in payroll. We currently have 3 FT in payroll with approximately 600 multi-site multi state employees. Pay is around \$16.00 per hour and we are located in Irvine by John Wayne airport. Our payroll is processed in-house using JDEdwards Enterprise One which we are currently in the process of upgrading. If you know of anyone who is interested, please have them send their resume to me and I will forward it on to the Payroll Manager.

Terry LaMotte, PHR, Director of Human Resources
SARES-REGIS Group
TLAMOTTE@Sares-Regis.com

Vice President of Human Resources

Job Description

Fast growing mid-size discount retailer with 200+ stores headquartered in Los Angeles area is seeking an experienced Human Resources executive to serve as Vice President of Human Resources. The Vice President of Human Resources is responsible for the major areas of talent acquisition, i.e. recruiting, job accountabilities, job descriptions, on boarding, training, coaching, retention, performance management, succession planning, employee relations, compensation, and benefits. Reports directly to the CEO as the ranking Human Resources executive in the company.

Job accountabilities:

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

Desired Skills & Experience

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

- Ability to get along with diverse personalities; tactful; mature; flexible.

Company Description

National Stores, Inc. is a family-owned, family-oriented company that was established in 1962 and grew from a single store in downtown Los Angeles to more than 200 convenient locations in five states: California, Texas, Arizona, New Mexico & Nevada. National Stores Inc. off-price stores include: Fallas Paredes, Fallas Discount Stores and Factory 2-U. Our stores offer a big selection of quality brand name and private label clothing for men, ladies, boys, girls, juniors, infants and toddlers along with lingerie, shoes and home decor. Our philosophy is "First place to shop! First place to save!" and we are committed to providing quality merchandise while keeping our prices the lowest anywhere. We are conveniently located in power strips, specialty centers and downtown areas in the same neighborhoods and smaller communities our customers and our employees call home!

http://www.linkedin.com/jobs?viewJob=&jobId=5516534&trk=rj_em&fromEmail=&ut=0IU0iwN1j-ulQ1

Manager - Organizational Development

Mattel - Greater Los Angeles Area

Job Description

At Mattel, our vision is 'Creating the Future of Play'. We strive for this vision primarily through our employees ' who are creative and energetic and who thrive on innovation and passion for our business. Mattel is committed to supporting and developing employees and their career goals with a host of meaningful advantages and opportunities, including development through our global Leadership Development Center, tuition reimbursement, on-site childcare, and a fitness and recreation center.

Mattel is seeking a Manager, Organizational Development located at its Worldwide Headquarters in El Segundo, California. As a member of the corporate Organization Development team, you will provide OD consulting, advice, counsel and expertise to management and their teams. This includes contracting with internal clients to diagnose organization issues, designing and implementing organization interventions, coaching leaders and team members, and measuring success. Experience with assessment and feedback instruments, interviews, surveys, diagnosis models, coaching models is needed. You will guide internal clients through diagnosis, feedback, intervention and evaluation for a variety of purposes including change management, process improvement, team building, and organization design. Additionally, you will support enterprise-wide initiatives such as performance management, the Mattel employee opinion survey and various HR tools and processes. Come play with us!

Responsibilities Include:

- Designing, developing, conducting, and debriefing management and teams on a variety of OD interventions including but not limited to:
 - team offsites
 - focus groups
 - strategy development
 - organization design
 - team building
 - conflict resolution
 - Conducting 360 feedback assessments either qualitatively or quantitatively
 - Providing leadership coaching
 - Facilitating training and leadership development programs as needed
 - Providing project management support to internal OD team and clients on large-scale projects (e.g. creating and managing project plans, communicating status with stakeholders, leading client teams to hit project milestones)
 - Leading and/or supporting change management initiatives. Educating internal clients on change
-

- management methodology to ensure project success
- Conducting best practice and benchmarking research on various OD and HR topics

Desired Skills & Experience

Requirements:

Key Characteristics:

- Exceptional executive presence and ability to communicate clearly and effectively to senior leadership
- Proven facilitation skills with experience designing and delivering leadership development programs
- Strong influencing skills with a track record for building relationships. Experience delivering results in an entrepreneurial team.
- Strong analytic capability and business acumen. Ability to summarize and present complicated information to a non-technical audience
- Flexibility, adaptability and resourcefulness to adapt to a constantly changing environment

A successful candidate must:

- Have a Master's Degree or equivalent degree in Business, Organizational Development, Industrial/Organizational Psychology or related field.
- Have a minimum 5+ years of progressive experience in an OD role with a leading major business with OD initiatives across the entire organization.
- Have a skilled capability successfully applying OD theory to real-world business situations
- Have experience organizing, prioritizing, coordinating, implementing, and managing multiple projects, tasks and teams in a rapidly changing, fast-paced environment
- Have experience with major 360 and development-based assessments such as: CCL Benchmarks, Hay ECI, MBTI, FIRO-B, Hogan, PDI Profilor

Company Description

Mattel, Inc. (NASDAQ:MAT) (www.mattel.com) is the worldwide leader in the design, manufacture and marketing of toys and family products. The Mattel family is comprised of such best-selling brands as Barbie(R), the most popular fashion doll ever introduced, Hot Wheels(R), Matchbox(R), American Girl(R), Radica(R) and Hot Wheels(R) RC, as well as Fisher-Price(R) brands, including Thomas & Friends(R), Little People(R), Power Wheels(R) and a wide array of entertainment-inspired toy lines. In 2013, Mattel was named as one of FORTUNE Magazine's "100 Best Companies to Work For" for the sixth year in a row. Mattel also is ranked among Corporate Responsibility Magazine's "100 Best Corporate Citizens" and the "World's Most Ethical Companies." With worldwide headquarters in El Segundo, Calif., Mattel employs approximately 28,000 people in 43 countries and territories and sells products in more than 150 nations. Follow Mattel on Facebook: www.facebook.com/mattel. Mattel is an Affirmative Action/Equal Opportunity Employer

http://www.linkedin.com/jobs?viewJob=&jobId=6173767&trk=rj_em&fromEmail=&ut=0YQCfwZiE3uBQ1

Organizational Change Management Consultants

Resources Global Professionals - **Los Angeles** (Greater Los Angeles Area)

Job Description

Join our worldwide community of human capital professionals. Lend your talent, skills and experience to a world-class company, and enjoy the freedom and flexibility to choose your engagements, manage your workload and control your work-life balance. If you are ready to work directly with business leaders and their teams to solve problems, implement initiatives, and drive change, then a career at Resources Global Professionals is right for you. Our human capital consultants assist clients in aligning people, processes, and technology with business objectives and corporate goals.

Change Management Consultants at RGP focus on helping clients successfully manage large scale change initiatives in their complex and global organizations, helping them transform how they do business. Consultants will develop and execute an overall change management strategy around complex client business initiatives by utilizing proven methodologies and techniques. Manage numerous project deliverables across multiple areas of client organization to ensure completion on time and within budget. Conduct organizational needs assessments and stakeholder analysis, document business processes, facilitate development of "to be" blueprint and utilize proven analytical tools for readiness assessments, focus groups, impact assessments and metrics development. Design and deliver communication plans including identification and definition of methods and channels in order to drive the correct behavioral and organizational changes.

Attributes of our global professionals include: a dedication to client service, the ability to think in complex and ever changing situations, strong communication skills and the ability to solve problems, execute and transfer knowledge.

Desired Skills & Experience

- 10+ years' experience in managing large-scale change management initiatives including but not limited to organizational change, systems implementations/conversions and business transformations.
- Bachelor's degree in Organizational Effectiveness, Organizational Design, Behavioral Psychology, Industrial Psychology or equivalent consulting experience. Master's degree highly desired.
- Exceptional project management skills in scoping, designing and delivering change management projects. Strong background in facilitation and in building and managing teams.
- Executive presence with excellent communication skills to build relationships and fosters trust at all organizational levels and fostering trust.

Company Description

The world's leading businesses trust Resources Global Professionals with their most pressing initiatives. Our accomplished professionals have expertise in finance & accounting; information management; governance risk & compliance; human capital; legal & regulatory; corporate advisory & restructuring; strategic communications; and supply chain management. Founded in 1996, within a Big Four firm, Resources is a publicly traded, multinational company and the operating subsidiary of Irvine, California-based Resources Connection, Inc. (NASDAQ:RECN). We serve business from the inside. Partnering with client teams, we solve problems, implement initiatives and help drive change through all levels of businesses all over the world. Traditional consulting firms hire right out of school. We employ seasoned professionals so they can start adding value as soon as they begin an engagement. Our Consultants and client service team members are accomplished problem solvers with 15-20 years of operational, functional and professional services experience. From 80 offices in North America, Europe and Asia Pacific, Resources serves 1,900 clients in 66 countries, and we've worked with 86 of the Fortune 100 and half the Fortune Global 500. We're a pioneering professional services firm, a global community with a new approach to business – inside out. More information about Resources Global is available at <http://www.resourcesglobal.com> or by calling 1-800-900-1131 (US) or 1-877-422-8973 (Canada).

I have become aware of an opportunity for a **Human Resources Consultant** in **Gardena**.

They are looking for a generalist to:

- Handle payroll
- General HR stuff – hiring firing
- Be a liaison between company and the owner company
- Hours would be 20-24 per week
- Consultant would be a 1099 position
- Length of engagement would be about 7 months

The company is located at 14716 S. Broadway, Gardena, CA 90248.

If you are qualified and interested in this opportunity, please let me know off-line and I will refer you to my contact.

Wendy Garcia, SPHR-CA, Human Resources Consultant
Enlightened HR Services - www.enlightenedhrs.com
WendyGarciaEHRS@gmail.com

Human Resources Representative Job @ 3M (1306207)

Company: 3M Safety & Graphics Business Group

Location: **Pasadena**, CA

Job Type: Entry Level

Description

3M is seeking a Human Resources (HR) Representative who will be supporting two of its businesses in...

Read full description and apply at http://jobs.3m.com/job/Pasadena-Human-Resources-Representative-Job-CA-91101/2722623/?feedId=288&utm_source=indeed&src=JB-11145

Manager, Training & Education

The Walt Disney Company - **Greater Los Angeles Area**

Job Description

The Walt Disney Company is a world-class entertainment and technological leader. Walt's passion was to continuously envision new ways to move audiences around the world—a passion that remains our touchstone in an enterprise that stretches from theme parks, resorts and a cruise line to sports, news, movies and a variety of other businesses. Uniting each endeavor is a commitment to creating and delivering unforgettable experiences — and we're constantly looking for new ways to enhance these exciting experiences. Bring your individual talents here and discover for yourself why a career with Disney is the opportunity you've been looking for.

The International Labor Standards (ILS) Program is an important component of Disney's Integrated Supply Chain Management efforts. The ILS Program helps foster safe, inclusive and respectful workplaces wherever Disney-branded products are produced. The ILS department has more than 100 people in 12 countries focused on policy development, education, monitoring, remediation, external stakeholder engagement and communications.

The Manager, Training and Education reports to the Director, International Labor Standards and is responsible for managing the implementation and execution of Disney's ILS learning program for Disney employees and external business partners.

This position exists to focus resources on the development and execution of an ILS learning, development, education and training program so that internal Disney employees, including especially DCP and Theme Park employees, along with external business partners, including licensees and vendors, understand their roles and responsibilities in executing the Company's ILS program and are equipped with the knowledge and materials to deliver. The Manager will build on existing training materials, work with international ILS team members, consult with various Disney business units, and engage outside consultants to identify audience needs, create training content, implement or refine delivery mechanisms, and evaluate the quality and effectiveness of the training programs.

Desired Skills & Experience

Responsibilities

- Assess Global Training Needs: Identify internal and external audiences who have a role in executing Disney's ILS program across the globe and determine their training needs.
 - Develop ILS Training Content: With internal staff or external consultants, develop or refine existing content to be delivered to ILS learners globally. Wherever possible, identify and utilize pre-existing training content
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from other organizations that meets Disney's needs.

- Enhance Delivery Mechanisms: Develop, enhance and implement global delivery mechanisms for ILS training content, including e-learning, in-person and other methods.
- Assess Impact: Develop and utilize methods to evaluate the effectiveness of training and refine training content and delivery mechanisms, as needed.
- Consult: Work with internal staff, external consultants, peer companies, industry associations, civil society and other groups to identify emerging or existing training needs or content on supply chain labor rights topics.

Basic Qualifications

- 5+ years in administering learning and development programs
- Experience working in a global environment, with learners in numerous languages, geographies and time zones
- Experience in developing a training curriculum and multiple content areas for a global audience, with a high degree of input from and collaboration with global team members
- Experience designing and implementing various content delivery mechanisms for a global audience
- Ability to work collaboratively with, and to seek input from, a wide range of parties in multiple locations with various job functions, inside and outside of Disney
- Proven skills in project management
- Experience in the field of Corporate Social Responsibility and, specifically, business and human rights strongly preferred
- Certificates from ASTD or similar organizations preferred
- B.A. or equivalent experience in Human Resources, Organizational Development, Training or Communications required; MA preferred

Company Description

Since its founding in 1923, The Walt Disney Company and its affiliated companies have remained faithful to their commitment to produce unparalleled entertainment experiences based on the rich legacy of quality creative content and exceptional storytelling. The Walt Disney Company, together with its subsidiaries and affiliates, is a leading diversified international family entertainment and media enterprise with four business segments: media networks, parks and resorts, studio entertainment and consumer products.

http://www.linkedin.com/jobs?viewJob=&jobId=6483861&trk=rj_em&fromEmail=&ut=18vwSxLRSzBQ1

Employee Relations Consultant UCLA - Greater Los Angeles Area

Job Description

Requisition 19129

As one of America's finest universities, UCLA has a tradition of advancing higher education and the common good through excellence in scholarship, research and public service. UCLA is California's largest university and a model for public institutions of higher education. Academic excellence, faculty distinction and a comprehensive curriculum are hallmarks of the UCLA experience. The university is an educational and architectural landmark in Los Angeles, attracting thousands of visitors and scholars each year.

Under the general direction of the Director of Employee & Labor Relations, provide employee relations consultation to University management, employees and designated representatives including analysis and interpretation of University policies and procedures and applicable labor law, contract administration, organizational development, problem-solving and decision-making assistance and conflict resolution services. Participate in and lead

supervisory/management training activities, including seminar design and facilitation on employee relations issues. Coach and counsel managers and employees in clarifying goals and objectives, enhancing problem solving and planning and communication skills.

Desired Skills & Experience

- Working knowledge of UC system-wide and campus personnel practices and procedures and collective bargaining agreements is preferred.
- General knowledge of human resources practices in a large, complex organization, preferably an urban university.
- Working knowledge of employee relations practices, procedures and laws, including performance management, corrective action, progressive discipline including termination of employment.
- Working knowledge of labor relations practices, procedures and laws in a collective bargaining environment.
- General knowledge of workers' compensation issues and practices.
- Demonstrated ability to train individuals and small and large groups for the purpose of enhancing organizational effectiveness.
- Demonstrated ability to write detailed, well-organized, publishable analytical reports, procedures and/or memos.
- Demonstrated skill in negotiating, exchanging ideas, information and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions and/or solutions.
- Demonstrated ability to interpret and effectively explain complex collective bargaining agreements, policies and procedures to all levels of academic and staff personnel.

How to Apply:

Full information concerning the job qualifications are listed on the official UCLA job posting. Qualified applicants may apply for this position using the UCLA Career Opportunities website. Go to <https://hr.mycareer.ucla.edu> and search for Requisition 19129.

I will soon be moving on to a new role with a new company and am tasked with sourcing my replacement here at Julian Charter School. You may know our next **Director of Human Resources**! I would appreciate if you would forward this information to any of your contacts you think may be interested. Please encourage them to visit our website to learn more about Julian Charter School and our programs, and to specifically visit the Employment Opportunities page thereon for specific information about this opening and to apply online. That is www.JulianCharterSchool.org. Please also encourage anyone who may be interested to contact me directly, cbyrd@JulianCharterSchool.org.

Here are the basic details:

Julian Charter School, a K-12 California public charter serving students in San Diego, Riverside, and Orange Counties with approximately 200 employees and 13 locations is seeking a Director of Human Resources. This is a sole practitioner position with responsibility for all functional aspects of day-to-day HR services, as well as a member of the school's leadership team, with strategic responsibilities in organizational development. The position is currently based out of one of our **Murrieta, CA** locations, but can be based out of a San Diego county location just as easily.

We are looking for, ideally, a generalist with 5 – 7 years' experience including 3+ years in a management role. Experience in education is a plus, and PHR or SPHR certification is preferred.

S. Cameron Byrd, MBA, SPHR
Director, Human Resources at Julian Charter School
cbyrd@juliancharterschool.org

Client Success Manager

Cornerstone OnDemand - Greater Los Angeles Area

Job Description

The Client Success Manager is responsible for supporting the client's adoption and continued satisfaction with the Cornerstone OnDemand Talent Management solution. The Client Success Manager (CSM) is introduced to the client during the implementation process and becomes the primary "face" to the client as implementation is closed out and the client goes live with the solution. The CSM takes ownership of Cornerstone's relationship with the client business process owner, providing counsel and guidance aimed at ensuring their successful experience with Cornerstone. The CSM also serves as an internal advocate for the client, helping to drive support and change when necessary to help the client achieve their business objectives.

The CSM will regularly provide best practice recommendations, expert-level application support, assist clients in solving point-in-time challenges, and partner with the client to increase the effective use and adoption of the Cornerstone solution. The Client Success Manager will be measured on the client's utilization of the solution, engagement with Cornerstone as a business partner, and overall client satisfaction.

Compensation: Generous package, commensurate with experience, including but not limited to annual bonus, merit increase, stock options and excellent benefits.

Location: candidates can be located anywhere in the US (remote position) and travel requirements are minimal.
Desired Skills & Experience

Responsibilities

- Facilitate the transition out of implementation to Go-Live and support the client's drive towards self-sufficiency
- Manage a portfolio of clients and make certain a high level of satisfaction with the solution is achieved
- Lead clients through the incubation process
- Create a tailored plan to ensure client success and achievement of incubation/engagement metrics
- Conduct regular meetings with the client and make recommendations to provide continued success with talent management processes, workflows, and system configuration
- Develop a consultative relationship with each client and work in conjunction with Sales and Account Management providing solution planning support
- Educate clients on self-service tools, release process, and other client programs to ensure a successful partnership
- Advise clients of process/system risks based on organizational constraints and develop solutions to mitigate risks
- Engage the appropriate consultants and technical resources as necessary
- Partner with sales and account management to ensure alignment at all levels of the relationship throughout the partnership
- Maintain expert level knowledge of each of the Cornerstone onDemand cloud offerings and configuration options

Skills and Experience

- B.A./B.S. or equivalent professional experience in Human Resources, Organizational Development or Finance
 - MBA highly desirable
 - SPHR, CCP, CPLP designation highly desirable
 - Minimum of three years of experience using Cornerstone OnDemand application or comparable product;
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- high level of skill with the application
- Highly detail-oriented and able to manage multiple projects simultaneously
- Organized and methodical with excellent follow-up to ensure client expectations and deadlines are met
- Excellent communication skills and analytical skills
- This position may require up to 30% travel

Company Description

CSOD is one of the fastest growing software companies in the world, has a pure play software-as-a-service (SAAS) offering, and is in one of the most exciting, high growth segments of SAAS, Integrated Talent Management. The company is headquartered in Santa Monica, California and has international offices in London, Paris, Munich, Mumbai and Tel Aviv. A successful software company with a smart workforce, we offer a fun entrepreneurial, collaborative, and challenging work environment.

Cornerstone OnDemand is also committed to empowering communities around the globe by improving access to education and opportunities through the Cornerstone OnDemand Foundation.

For more information, visit www.csod.com.

I am looking for a part time (20 hours per week) **HR Analyst** to join our Human Resources team, working at our beautiful 7-acre campus, nestled in the foothills of the **San Gabriel** mountains, on the north east edge of the San Fernando Valley. We are a small non-profit foundation, helping adults with developmental disabilities, with approximately 300 employees. If you know anyone who would be interested, please feel free to refer them to <http://tierradelsol.org/jobs/part-time-hr-analyst/> for more details.

I'm currently looking to fill HR positions within Nestlé USA including in Glendale and the City of Industry

Regional HR Manager - supporting a dispersed employee workforce throughout Southern CA, with an employee population of about 400. We are looking for at least 4 years generalist level experience. This position will be based in **City of Industry**, CA. Relocation may be provided.

National HR Generalist - supporting a dispersed employee workforce throughout the country, with an employee population of about 300. We are looking for at least 2 years generalist level experience. This position will be based in **Glendale**, CA.

If you are interested, please email me at jennifer.cho@us.nestle.com.

Regards, Jennifer Cho, Nestle USA Talent Acquisition

Be Group, one of the country's largest non-profit providers of senior living communities with 35 communities serving thousands of older adults throughout the state of California is looking for a **Vice President, Talent Management & Human Resources**. They are headquartered in **Glendale**, CA.

This is a new role and a member of the senior leadership team. The organization has a fun and dynamic culture and with core values of being customer focused, accountable, collaborative and committed to learning and sharing knowledge.

The Vice President of Talent Management and Human Resources will initiate long-term human resources planning and manage the day-to-day operations of human resources, talent management and training, and other administrative functions through a team of three direct reports and six field Directors.

The salary range is \$170-210,000 Base + 40-45% Bonus and a car.

Kara Zavaleta
Senior Research Associate

The LA County Museum of Art is seeking a **Part Time Human Resources Assistant**

Located at the Museum, on Wilshire Blvd between Fairfax and La Brea and working 25-30 hours per week, the HR Assistant will provide clerical and administrative support to the Human Resources department.

Duties include: preparing new hire, intern and benefits orientation packets; performing data entry of background checks, address changes and training records; assisting with résumé screening; drafting correspondence; opening and distributing incoming mail for the HR department; ordering office supplies; acting as liaison to Los Angeles County Department of Human Resources.

The ideal candidate will have a bachelor's degree in Human Resources Management, Business Administration or related field and at least one year of administrative experience.

See job ad "HR Assistant" and apply online at <http://www.lacma.org/jobs>
Cindy Troianello AVP HR, LA County Museum of Art

JOB TITLE: **Director of Human Resources**
PROGRAM: Human Resources
STATUS: Full-time (Exempt)
REPORTS TO: Chief Operating Officer and Executive Director

HISTORY and MISSION

The Youth Policy Institute transforms Los Angeles neighborhoods using a holistic approach to reduce poverty by ensuring families have access to high quality schools, wrap-around education and technology services, enabling a successful transition from cradle to college and career. Since 2001, YPI has served families in Los Angeles at 125 sites throughout the city. YPI has an annual budget of \$34 million (including affiliated charter schools) and offers families education and training resources in the areas of afterschool, job training, early childhood education, physical education, adult literacy and ESL, computer literacy, charter schools, and college preparation. YPI also supports efforts to boost the capacity and effectiveness of small grassroots nonprofits that provide essential services for youth. Each year, YPI helps more than 52,000 youth and adults each year through these programs.

SUMMARY

The Human Resources Director (HRD) originates and leads human resources practices and objectives that will embrace an employee-oriented culture of high performance, empowerment, quality, high standards, productivity, goal attainment, and the recruitment and ongoing development of a respected and resourceful workforce. The HRD coordinates implementation of services, policies, and programs. This position will report to the COO while assisting and advising organization managers about human resources issues.

The qualified applicant must have both strong interpersonal skills and excellent internal and external customer service. The incumbent will continuously maintain and build strong collaborative relationships with internal and external stakeholders and partners. This position requires someone with a strong work ethic, positive attitude, efficient organizational skills, and an efficacious communication style. The HRD will be an open, confident, proactive professional who is accessible, flexible, has excellent written and oral communication skills, and has a proven track record for managing multiple projects simultaneously. The HRD will be proficient in Word, Excel, E-mail and PowerPoint, as well as management of computer files and folders. Interest in the non-profit sector is a plus.

ESSENTIAL FUNCTIONS

- Supervise Human Resources staff.
 - Develop and maintain employee-oriented culture based organization that emphasizes quality, continuous
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improvement, teamwork, and high performance.

- Administer compensation, benefits and performance management systems, and safety and recreation programs.
- Develop organization-wide strategies by identifying and researching human resources issues; provide Gap analysis and providing recommendations to leadership on organizational strategies and direction; monitor and implement human resources goals and objectives.
- Implement human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, manage health and safety protocol, succession planning, employee relations and retention, AA/EEO compliance, and labor relations.
- Manage human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff roles and responsibilities; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change management strategies. Identify staff vacancies and recruitment needs, interview and select applicants.
- Support management by providing human resources advise, counsel, and decisions; analyzing information and applications.
- Guide management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing YPI's values.
- Comply with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Develop and maintain affirmative action program; files EEO-1 report annually; maintains other records, reports, and logs to conform to EEO regulations.
- Participate in professional development conferences and other educational opportunities; read professional publications; maintain and build a sound network of collaborators and partners.
- Administer training needs assessments and implement professional development training. Develop safety program and implement Illness and Injury Prevention Plan.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages and opportunities for promotion and employee benefits.
- Perform staffing duties, including dealing with understaffing, resolving disputes, and administering disciplinary procedures.
- Advise managers on employment laws and organizational policy matters such as equal employment opportunity, sexual harassment and recommend provide recommendations on needed changes.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Serve as a link between management and employees by fielding questions, interpreting and administering job assignments and helping resolve work-related problems.
- Provide recommendations to senior management on organizational procedures, staffing, compensation, incentives, etc.
- Conduct FMLA meetings; prepare, issue required paperwork for employee leave of absences.
- Conduct termination meetings; prepare, issue and negotiate separation agreements, etc.

QUALIFICATIONS

- Bachelor degree in human resources management, business management, non-profit management, public administration or other relevant field required; Master's Degree, PHR or SPHR strongly preferred.

- Minimum of 5+ years' experience in Human Resources management position.
- Non-profit experience strongly preferred.
- Previous supervisory and staff-level management experience required.
- Knowledge of personnel information systems (ADP payroll, HRB, Time and Attendance module).
- Knowledge of principles and procedures for personnel recruitment, selection, retention and training.
- Knowledge of compensation and benefits, labor relations and negotiation, Knowledge of employment laws and FMLA procedures.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of performance evaluation processes (development and implementation).
- Strong critical thinking ability and problem-solving skills.
- Negotiation and complex problem-solving ability.
- Superb written and verbal communication skills.
- Excellent customer service skills required.

BENEFITS

Medical, dental, vision and life insurance benefits. Paid vacation and sick time. Option to contribute to 403(b) plan. Optional supplemental insurance (Aflac).

SCHEDULE

Monday through Friday, 9:00 a.m. to 6:00 p.m.

APPLICATION PROCESS

Visit our website at www.ypiusa.org and apply online
Please mention that you found this opportunity through John Negrete

VP of Talent Acquisition -Chicago or **Westlake Village**, CA

VP of talent acquisition position w/ an amazing company in the digital and mobile media (marketing services) space to build an entire talent acquisition strategy for this growing company. Three to five direct reports and approx. 15 indirect reports. Exciting opportunity to be part of a rapidly growing company with over 1,500 employees globally. We need someone who has experience in digital and/or mobile media. If you or someone you know might be interested, please send resumes to nicki@thenlpgroup.net

I'm helping client that is trying to fill a position. This would be an **Administrative Support** type of position. The core essential skills are the ability to work with QuickBooks and to process payroll. This position is located in the **Chino** area.

Forward their resume to me. No phone calls, please.

Martin Levy, SPHR, Human Resources 4U
hrexec@humanresources4u.com
www.HumanResources4U.com
www.linkedin.com/in/humanresources4u
 (909) 912-9995
