



**SEGUE
SOLUTIONS**

My Career Strategy June 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%		May 2013 Unemployment Rates		Los Angeles County 9.2%
<p>FYI: There were an estimated 216 million immigrants— people who permanently live outside of their home countries — worldwide in 2010, according to the National Organization for Migration. That is about 3% of the world's population. Europe had the most immigrants with about 70 million followed by North America with about 45 million. The most popular destinations for immigrants in 2010 were the United States with more than 42 million followed by Russia with more than 12 million and Germany with more than 10 million. Mexico had the most people who migrated elsewhere at about 12 million.</p>				
<div style="text-align: center;">  <p>Career Center</p> <p>http://hr.pihra.associationcareernetwork.com/Common/HomePage.aspx</p> </div>				
<p>Director of HR Michael Sullivan & Associates LLP - Los Angeles, CA Michael Sullivan & Associates LLP is seeking a dynamic and talented Director of Human Resources to help lead its staff of more than 65 employees. We're growing more than 40% per year in four locations throughout Southern California. The Director of Human Resources plays a top-level strategic role that includes promoting the firms culture and partnering with the Executive Director and Managing Partners to help build a strong, diverse, and collaborative organization.</p>				
<p>Director of HR & General Affairs Toyo Tire Holdings of Americas Inc. - Cypress, CA Toyo Tires Holdings of Americas, Inc., is seeking an experienced Director of Human Resources & General Affairs for their Cypress, CA location. This Director of HR & GA will play an important strategic role in leading core Human Resources & General Affairs functions and strategic initiatives that support the mission and vision of the company. He or she will assess existing Human Resources & General Affairs structures and recommend and implement changes to ensure maximum impact and contribution.</p>				
<p>HR Assistant Total HR - La Crescenta, CA Total HR Management is a human resources management/professional employer organization, with offices in La Crescenta, CA and Malone, NY, and clients operating nationwide. We have immediate need for a Human Resources Assistant to join our growing team in La Crescenta. In this role, you will be working directly with the HR team. If you are a friendly, outgoing team player, with a passion for HR, who enjoys wearing many hats, we are the place for you.</p>				
<p>HR Assistant Burbank, CA 91504 United States Date posted: 06/13/13 Job type: Full-Time Compensation: \$40,000+benefits</p> <p>Job description:</p>				

Entertainment Partners is the largest provider of production management services in the entertainment industry. For 30 years, we have cultivated a commitment to excellence by viewing our clients truly as our Partners. We are located near the Burbank Airport and offer a casual work environment.

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.

Job Responsibilities:

- Recruiting Support – Process new hire and termination paperwork, checklists, including background checks, security access forms, and set up personnel files.
- Benefit and Payroll Support – Provide benefit input and payroll input support including learning payroll in order to process basic payroll functions.
- Data and Information Support – Organize and maintain HR files and documentation; work closely to ensure accurate payrolls and data maintenance; filing/copying/faxing/scanning paperwork.
- Employee Services – Verification of employment, workers compensation and LOA support.
- Project and Initiative Support – Assist in department goals and projects.
- Mail sorting/delivery distribution and supply ordering.
- Provide coverage in the absence of staff of an administrative level.
- Other duties as needed to support the Human Resources department.

Skills & Experience:

- Bachelor's degree in a human resource related field and/or equivalent combination of education and experience.
- Knowledge of administrative/clerical duties.
- Knowledge of human resource functions.
- Customer service orientated
- Professional demeanor, appearance and positive attitude with proactive approach to responsibilities
- Problem-solver and detail oriented
- Good judgment and decision-making skills
- Able to work independently
- Great communication skills including verbal, writing and in-person
- Ability to learn new tasks quickly and retain new information quickly
- Must be highly organized, efficient and thrive in a fast paced environment
- Strong time management skills
- Ability to take initiative, self-direct, meet deadlines
- Proficiency using spreadsheets, Microsoft Office and communicating in email professionally
- Willing to work minimal overtime as needed to meet deadlines
- Demonstrates flexibility

<http://hr.pihra.associationcareernetwork.com/JobSeeker/Login.aspx?abbr=HR.PIHRA>

HR Assistant

Fontana, CA 92336 United States

Job type: Full-Time

PURPOSE

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.

SCOPE

The HR Assistant supports the day-to-day activities in all aspects of human resources. 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.

PRIMARY RESPONSIBILITIES

- Monitor time and attendance to support payroll function
- Participates in benefits enrollment and provides support to employees in completion of enrollment process. Tracks and finalizes benefit enrollment process
- Assist in the performance evaluation process
- Maintains company training logs for all employees
- Participates in the safety committee and maintains all records and reports
- Assists in maintaining and revising personnel policies and procedures, including employee handbook
- Documents and tracks recruiting activities for both regular and temporary staff
- Performs other incidental and related duties as required and assigned

EDUCATION AND QUALIFICATIONS

- High School Diploma; AA degree a plus
- Some experience in Human Resources a plus
- Experience in a manufacturing environment a plus
- Bi-lingual English/Spanish a plus
- Proficiency with MS Office Suite (Word, Project, Excel, PowerPoint)
- Experience with Paychex a plus, including HR Online
- Good written and verbal communication skills

http://hr.pihra.associationcareernetwork.com/JobSeeker/JobDetail.aspx?abbr=HR.PIHRA&jobid=C80863B7-6F42-4343-96A9-F6B4580436B2&stats=y&stats=y&utm_source=JobFlash&utm_medium=Email&utm_content=MoreLink&utm_campaign=JobFlash-June%2B19%2C%2B2013

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

Orange County (Aliso Viejo), CA 92656

Job type: Full-Time

Compensation: \$50-\$60k

Job description:

The New Home Company HUMAN RESOURCES COORDINATOR Job Description

Division: Corporate, Non-Exempt

Reports to: Senior Vice President / Marketing Manager

Direct Reports: N/A

Objective: 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.

Areas of Responsibility:

The essential functions of the job include, but are not limited to, the following:

PAYROLL

- Monitor and track all employee changes, including tax withholdings, benefits, hours, rate and status changes.
- Ensure that all time cards, time-off requests, commissions, direct deposits and other employee data are accurately reported and input into the payroll system each pay period.
- Review carefully each payroll register. Confirm that all changes, hours and rates are accurately captured and reflected in each payroll.
- Coordinate with the payroll service provider (TotalHR) to ensure payroll is processed timely and accurately every two weeks.

BENEFITS

- Ensure that all employees receive their benefit enrollment packages, understand the available choices and take all steps necessary (forms & websites) to actively enroll or decline each of the available benefits.
- Track all new enrollments and changes to ensure that the appropriate benefits are put in place for each employee.
- Ensure that employees receive their benefit enrollment packages, understand the available choices and take all steps necessary (forms & websites) to actively enroll or decline, benefit information Track all new enrollments and changes to ensure that the appropriate benefits are in place for each employee.

EMPLOYEE SUPPORT

- Respond immediately to all employee inquiries.
- Contact the company's various HR service providers, payroll service (TotalHR), insurance broker (E3 Financial) and 401(K) provider (Westpac/Schwab) to address all payroll and benefit inquiries. Follow-up with employees on a timely basis.
- Coordinate with GDR to address any unresolved employee IT issues
- Ensure that employees have training and access to all company resources, including the Employee Handbook, Harassment Training and all necessary forms and procedures.

PLANNING & ADMINISTRATION

- Establish, maintain and market the TNHC Corp HR folder for access to all employees.
- Document procedures for all HR workflows, including New Hires, Payroll, Benefits,

401(k) and employee data and status updates.

- Maintain all employee files.
- Coordinate new hire process with Supervisors and Company Partners.

GENERAL DUTIES & RESPONSIBILITIES

- Assist with other special projects, reports and analyses as directed by management.
- Model TNHC's vision, values and working principles.

Skills and Qualifications:

- Ability to perform the essential functions of the job.
- Undergraduate Bachelor's degree
- 2 - 5 years of experience
- Excellent verbal and written communication skills required.
- Must be customer focused and able to provide assistance and guidance to employees in a professional AND caring manner.
- Detail-oriented with strong organizational skills and an ability to meet deadlines.
- Proficiency in Word & Excel
- Excellent analytical and problem solving skills.
- Maintain a positive attitude within all facets of the Company.
- Good judgment in handling multiple priorities and open-ended tasks while keeping management apprised as to issues and status.

Conditions:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Similarly, the work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit, use hands to manipulate equipment, and to talk and hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Work Environment: The noise level in the work environment is usually moderate.

http://hr.pihra.associationcareernetwork.com/JobSeeker/JobDetail.aspx?abbr=HR.PIHRA&jobid=72CC954D-C1E0-47C8-95A4-B9148DFCAFBE&stats=y&stats=y&utm_source=JobFlash&utm_medium=Email&utm_content=MoreLink&utm_campaign=JobFlash-June%2B19%2C%2B2013

HR Manager

Visual Data Media Services - **Burbank**, CA

The Human Resources Manager will be responsible for managing the day-to-day operations of the human resources department. The HR Manager administers human resources policies, procedures and programs, and monitors functions within employee relations, training, personnel policies and regulatory

compliance. Provides administrative support to human resources function as needed (e.g. correspondence generation, record keeping, file maintenance, recruiting). Will perform other HR duties as assigned.

HR Supervisor

City of Industry, CA

Exempt

Job description:

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.

ESSENTIAL FUNCTIONS:

1. Provides information and counseling to employees, including new employee orientation, benefits counseling, drug/alcohol testing, sexual harassment policies, company policies, payroll, etc. Posts federal and state rules and regulations (e.g., OSHA, DOT, etc.). In union facilities, assists in handling grievance issues. (45%)
2. Supervises and coordinates the administration of human resources functions, including supervision of clerical support staff. (15%)
3. Directs the maintenance of human resources materials, including personnel files, new hire forms, manuals, and other documents to ensure that files are current, confidential, complete, and in compliance with company and government regulations and deadlines. (15%)
4. Disseminates human resources policies, procedures, and programs to ensure that all employees are well informed and work in compliance with policies and regulations. (5%)
5. Provides guidance to managers and supervisors regarding implementation of human resources policies and procedures to ensure appropriate and fair human resources practices. (5%)
6. Recruits and selects hourly and salaried employees by preparing and placing classified job advertisements, screening applications, testing and interviewing applicants, recommending applicants, and making job offers. (15%)
7. Performs other related and assigned duties as necessary.

MINIMUM QUALIFICATIONS: Education and experience equivalent to:

- Bachelor's degree in business administration, human resources, or a related field from an accredited college or university

Experience:

- 3 to 6 years of work experience in general human resources, including supervisory experience

Knowledge of (B/basic; J/journey; E/expert):

- Relevant safety policies, practices and procedures (E)
- General Human Resources policies and procedures (J)
- Labor laws and regulations (J)
- Employee relations concepts and generally accepted practices (J)
- Supervisory concepts and techniques (J)
- PC word processing/spreadsheet software (J)
- Benefits policies and procedures, including insurance, health care, employee retirement, etc. (J)
- Human resources computer systems (J)
- Government policies and regulations related to Human Resources programs (B)

Skill and ability to:

- Communicate and coordinate effectively with employees verbally and in writing
- Interact effectively with employees at all organizational levels
- Identify problems or irregularities for early resolution
- Prepare a variety of comprehensive administrative and technical documents and reports
- Prepare and deliver presentations to employees
- Train employees in Human Resources policies and procedures
- Travel via airplane and drive an automobile
- Work effectively in a general business environment, with a focus on high levels of quality and customer service
- Act in accordance with GSF's Values and Creed

Leadership/Management Responsibility

- Supervises up to two clerical and human resources staff.

Performance Categories

- Productivity/quality standards: accuracy, timeliness, and thoroughness
- Recruitment and selection of employees
- Teamwork within and across departments
- Communication
- Facilitation
- Professional attitude and demeanor
- Organization and attention to detail
- Project/assignment standards
- Employee development to meet GSF's projected near- and mid-term objectives
- Recruitment and retention of workforce to meet GSF's diversity objectives
- Safety standards and procedures: employees

<http://hr.pihra.associationcareernetwork.com/JobSeeker/Login.aspx?abbr=HR.PIHRA>

Manager - Compensation & HRIS

Trust Company of the West - Los Angeles, CA

HR Manager Compensation/HRIS is headquartered in downtown LA. TCW is a leading asset management firm with over 500 employees. This position is responsible for hands-on management of firm-wide compensation, including the annual compensation review process; ongoing review & analysis of comp structure and pay levels; benchmarking & competitive industry analyses; & making recommendations to the HR Director and senior managers. Will also oversee the HRIS and HR reporting.

Please visit www.tcw.com.

Regional HR Manager in Ontario, CA

Job description:

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 our customers.

Responsibilities are as follows:

- Supports multiple branch locations with all Personnel Administration functions.
- Develops recruiting and retention strategies. Oversees selection and screening processes.
- Manages employee relations issues. Participates in resolution of disputes as well as in recommending and documenting disciplinary decisions.
- Assists in communicating and applying appropriate organizational policies and procedures.
- Reviews changes to federal, state, and local employment laws and communicates changes as necessary.
- Develops and participates in HR-related training.
- Serves as EEO representative and administers programs such as FMLA and tuition reimbursement.
- Works closely with the corporate HR Department.
- Frequent travel within the region and occasional travel to other locations required.

QUALIFICATIONS

A four-year college degree, preferably in human resources or business administration and three to five years prior experience. Must have a valid driver's license and good driving record. Strong verbal, written, and interpersonal skills are necessary.

Completion of a background check, drug screen, and physical is required.

COMPENSATION & BENEFITS

Crown offers an excellent wage and benefits package for full-time employees including Health/Dental/Vision/Prescription Drug Plan, Flexible Benefits Plan, 401K Retirement Savings Plan, Life and Disability Benefits, Paid Holidays, Paid Vacation, Tuition Reimbursement, and much more!

TO LEARN MORE ABOUT US:

Please visit our website at: <https://webapp1.crown.com/currentopen>



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

CB & ASSOCIATES INC.

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

HR Manager

Reports to: CEO / CFO

Direct Reports: 1

Location: **East LA Area**

Salary: DOE / annual bonus

Benefits: Comprehensive Package

Overview:

Manufacturing company seeks an HR Mgr to join their team. This position is responsible for the development, implementation and administration of Human Resources policies and programs of the Company including: employment, wage and salary, performance evaluation, employee benefits, workers compensation, employee relations and payroll. Responsibilities also include analysis of purchases, leases, and maintenance agreements for all locations.

Duties and Responsibilities:

Include the following; other duties may be assigned.

- Regularly review all Human Resources functions and proactively make improvements as necessary. This position is required to take initiative to ensure improvements are implemented, or provide recommendations to Executive Management when approval required.
- Develop and maintain effective recruitment methodology. Recruits, interviews, and assists in selecting qualified employees to fill vacant positions; coordinates recruiting of temporary/permanent employees from outside agencies.
- Develop and maintain effective new hire orientation. Plan and coordinate initial orientation and training of newly hired employees to promote a positive attitude toward company goals; prepares new hire offer letter and package.
- Develop and maintain effective compensation program; rewrite job descriptions as necessary; conduct wage surveys within labor market to determine competitive wage rate.
- Develop, maintain, and/or oversee management development / training programs, especially specific to Human Resources related topics (Sexual Harassment training, performance evaluations, interviewing, handling employee disciplinary action, etc.).
- Maintains and updates all personnel files and records including personnel changes such as hires, promotions, transfers, performance reviews, termination, classifications changes, wage adjustments and attendance.
- Maintains updated employment records and prepares employment reports for internal/external distribution as requested (i.e. Paid Time Off (PTO), Leave of Absence, EEO reports, etc.)
- Oversee administration of employee medical, dental, vision, and 401(k) benefits programs including enrollment, preparation of forms/reports, changes, monthly billing reconciliation, annual audits, and review/recommendation of benefit plans.
- Administration of State Unemployment and Workers' Compensation programs, including claims management, communicating with carriers/agencies, preparing documentation for use in hearings, lawsuits, and insurance investigations and audits.
- Administration of semi-monthly multi-state payroll. (ADP: WorkForceNow) Collect and review all records for payroll input; reconciliation of payroll records. Work with various state agencies to review annual state tax rates and open new business account as needed.
- Monitors managers' compliance with performance evaluation for employees. Preparation of forms, recording changes, follow-up and filing. Approve salary adjustments or forward to Executive Management for approval when necessary.
- Assists department supervisors in resolving personnel problems, implementing disciplinary action, approving termination, and determining staffing needs consistent with Company policies, procedures, and employment laws.
- Ensures that Company employment, safety, employee relations, personnel, and equal opportunity policies and practices comply with applicable federal and state labor laws.
- Analyzes and makes recommendations regarding purchases and supplies including office

equipment, furniture, fixtures and services required for Company's operation at all office locations.

- Analyzes and makes recommendations regarding company telecommunications including local, long-distance, and wireless. Evaluate methods to reduce costs in these areas.
- Assume other duties as directed by management including special projects and participation in organizational development programs and meetings.

Qualification Requirements:

- Ability to respond to common inquiries or complaints.
- Highly detail-oriented and analytical. Ability to multi-task.
- Handle several projects on deadline simultaneously.
- Proficient with MS Office (Word, Excel, PowerPoint), ADP Payroll (WorkForceNow, HRB, Payroll, EZ Labor, iReports) and HRIS.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Responsible for department safety and morale
- 7-10 years related experience. Management experience and skills to motivate and manage staff.
- ADP knowledge essential, WorkForceNow portal experience preferred
- Bi-lingual (Spanish) is a big plus, but not required.

Education

- Bachelor's degree from an accredited college or university in Business and/or equivalent experience, advanced degree preferred. PHR or SPRH desired, but not required.

Cindy Belicka, CB & Associates INC.
Executive Search
310-374-2856 phone AND 509-694-5981 fax
cbelicka@aol.com email www.cbrecruiters.com

HR Assistant in **Rancho Cucamonga** The primary duties of the Assistant will include payroll, non-exempt recruiting, HR administration and act as receptionist. If you know anyone that may be interested in learning more about our opportunity, please ask them visit <http://www.gentexcorp.com/> to view the job description and submit a resume.

Sidonie Lapointe, PHR, Human Resources
Manager Gentex Corporation
hr_pro_lapointe@yahoo.com

HR Manager

The HR Manager will assist management in meeting business objectives and strategic initiatives through understanding the talent needs of the organization. The HR Manager will serve as a consultant to management on Human Resource related issues and act as employee champion and change agent. The HR Manager will assess and anticipate HR-related needs, and communicates those needs proactively with our HR department and management, and seek to develop integrated solutions. The HR Manager will formulate partnerships across the HR function to deliver value added service to management and employees that reflect the business objectives of the organization. The HR Manager will maintain an effective level of business literacy about the business, its financial position, its mid-range plans, its

culture and its competition.

RESPONSIBILITIES/ DUTIES:

- Consult with line management to provide HR guidance when appropriate.
- Analyze trends and metrics in partnership with HR group to develop solutions, programs and policies.
- Manage and resolve complex employee relations issues. Conduct effective, thorough and objective investigations.
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partner with legal department as needed/required.
- Provide day to day performance management guidance to line management (coaching, counseling, career development, disciplinary actions).
- Work closely with management and employees to improve work relationships, build morale, increase productivity and retention.
- Provide HR Policy guidance and interpretation.
- Provide guidance and input on business unit restructures, workforce planning, succession planning.
- Identify training needs for business units and individual employee coaching needs.
- Participate in evaluation and monitoring of success of training programs. Follow-up to ensure training objectives are met.
- Responsible for all recruiting and onboarding efforts for respective business units and ensure successful onboarding for new staff.
- Manage HRIS System.
- Manage Benefit Plan Administration.
- Work closely with human resources management and others as appropriate, to identify, design and implement HR initiatives that support the needs of the organization. Makes recommendations for improving programs and streamlining processes.

EDUCATIONAL REQUIREMENTS and WORK EXPERIENCE

Any combination of education and experience that would provide the necessary knowledge and abilities listed, typically:

- Minimum of 8 - 10 working knowledge of multiple human resource disciplines including compensation practices, organizational diagnosis, employee relations, diversity, performance management, federal and state respective employment laws.
- BA/BS degree in Human Resources, Business Management or other related area, or equivalent preferred.

SPECIFIC KNOWLEDGE & SKILLS:

- Excellent consulting skills
 - Excellent client management and business literacy skills
 - Strong conflict management skills
 - Strong interpersonal and negotiation skills
 - Excellent verbal and written communication skills
 - Develop strong trusting relationships in order to gain support and achieve results.
 - Effectively envision, develop, and implement new strategies to address competitive, complex business issues
 - Manage multiple business units in multiple locations
-

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- Manage multiple conflicting priorities
 - Be flexible and available to interact with employees at all levels
 - Be self-directed and motivated
 - Take initiative to identify and anticipate client needs and make recommendations for implementation
 - Strong knowledge of workers compensation and benefits administration
 - Strong knowledge of employment processes and California employment laws desired
 - Strong knowledge of MS Office
 - Understanding of HRIS database design, structure, functions, and processes
 - Knowledge of Workday HCM system desired
 - Title 22 knowledge a plus

This is a contract to hire position.
Masonic Homes of California
E-Mail: covmasonichr@mhccov.org

HR Generalist/Employee Relations Opening
St. Joseph Heritage Healthcare – Brea

It is easy and trendy to talk about company values but rarely do you find an organization that truly embodies its vision and values like St. Joseph Heritage Healthcare. With the vision of bringing “people together to provide compassionate care, promote health improvement and create healthy communities”, St. Joseph Heritage Healthcare employees live out the values of the company. Not only are the values visibly posted, every employee knows them and refers to them as a reflection of their daily work and communication with each other. When it comes to impactful and meaningful work in an environment where values matter, this position has it all.

This Human Resources Generalist is a “feet to the street” role where one can draw upon their employee relations expertise as well as their overall generalist experience in serving St. Joseph Heritage Healthcare’s Central and South regions. This high touch and nurturing environment allows the Generalist to be in the regions and partner face to face with their client group of approximately 1200 employees. This is a highly collaborative and communicative environment with a high level of respect and engagement among employees.

With a strong emphasis on employee relations, the HR Generalist will work with all levels of employees, including, on occasion, Directors, Vice Presidents or other high level employees. This role will involve a great deal of mediation between employees and management. For an HR Generalist who thrives in a dynamic organization, this role offers flexibility and variety to showcase a range of skills while supporting a client group in work that really matters.

Key Elements of the Position

Reporting to the Vice President of Human Resources, this role will have at least 65% emphasis on employee relations, with other areas of focus on Human Resources policy and procedures, client partnership, mentoring and leadership as well as training and development in supporting the needs of the Central and South Regions of California.

Responsibilities

- Provide employee relations support for Central and South Regions in California.
-

- Assess employee relations situations and potential issues with minimal guidance.
- Facilitate meetings with managers and employees, appropriately coach managers.
- Follow-up to resolve all issues.
- Proactively identify issues and assist managers and employees in coming to resolution.
- Recommend solutions for mid-level to complex issues, i.e., behavioral issues, harassment, discrimination, potential substance abuse.
- Facilitate department meetings or task forces on employee relations topics.
- Identify and resolve residual issues from employee relations situations.
- Implement outside learning/readings into professional practice.
- Interpret and explain current laws, policies, and practices to employees and managers.
- Utilize outside contacts and networks to assist in the development of Human Resources processes and programs.
- May coordinate leaves of absences - medical and workers compensation – in collaboration with payroll and other leave management parties.
- Develop strong interpersonal relationships with clients.
- Demonstrate understanding of organization's strategic goals.
- Take leadership role in projects, processes and outcomes (i.e., employee recognition, communication).
- Present Management Orientation materials.
- Demonstrate formal presentation skills and present information in meeting to various groups and management in an appropriate manner.

More information about this position can be found at:

<http://healthcaregeneralist.com/>

Please forward resumes to:

Susie Basanda, Recruiting Consultant

S. Benjamins & Company, Inc.

Direct: (661) 821-1576 or Susie@sbcompany.net

Analyst, Compensation / Equity

Reports to (title): Director, Human Resources Operations

Job Overview

Under the direction of the Director, Human Resources Operations, the incumbent will provide analytical and administrative support for PennyMac's equity, board of directors, partnership and other compensation programs

Job Responsibilities

- Provide analytical and administrative support for a broad range of compensation programs: various forms of equity, board of directors, partnership, base and complicated incentive plans
 - Advanced metrics-based analytics requiring a broad understanding of compensation methods and practices: calculate ownership, fees and payments; develop, assess, analyze and interpret calculations and models; perform comparative analyses; identify and track drivers and trends, seek clarification and make recommendations
 - Troubleshoot issues with the goal of speedy and lasting resolution
 - Maintain absolute confidentiality of data
 - Liaison with vendors: establish strong relationships to enable swift and comprehensive service
 - Administer vendor tools for PennyMac and its equity participants
-

- Implement vendor tool upgrades; collaborate with Training and Development to create resources to enable smooth end user transition
- Interact with customers at all levels of the organization; ability to guide them to an understanding of complicated equity / compensation
- Document all equity and other compensation processes and maintain that documentation
- Keep current on all equity and other compensation developments
- Perform other related duties as required and assigned
- Demonstrate behaviors which are aligned with the organization's desired culture and values

Skills & Abilities Required

- Minimum of three years' analytic and administrative experience with equity and other compensation programs
- Strong understanding of various forms of equity (e.g., options, RSUs, PSUs)
- Understanding of other forms of compensation (e.g., base and both metric-based and discretionary incentive) preferred
- Understanding of financial concepts (mortgage a plus); excellent quantitative and reasoning skills
- Compensation certification a plus
- Technical proficiency: high in MS Office suite (especially Excel); preferred in HRIS and/or report writing tools (e.g., Cognos)
- Strong trouble-shooting and problem-solving skills; innovative / creative mindset; comfortable with data and processes
- Strong attention to detail; ability to work independently; team player; ability to prioritize tasks
- Customer service orientation, responsiveness; flexible, able to change direction easily
- Proven track record at delivering timely and accurate solutions in a very fast-paced environment
- Strong critical thinking, problem solving, mathematical and sound judgment skills
- Undergraduate degree in Finance, Business, Math or related field, or equivalent work experience preferred
- Financial Services and, if possible, mortgage industry experience a plus

Susana Bojorquez, PennyMac Recruiting Coordinator, Human Resources

susana.bojorquez@pnmac.com

HRIS Manager

Reports to: Director, Human Resources Operations

Department: Human Resources 1001-001-0110

Job Overview

Under the direction of the Director, Human Resources Operations, the incumbent will manage PennyMac's Human Resources Information System (HRIS); manage other applications which the Human Resources (HR) Department leverages; and provide ongoing support to end users and HR practitioners

Job Responsibilities

- Initially, complete the remaining phases of the HRIS implementation, then delve into its functionality and process flows
 - Maintain smooth, consistent, and uninterrupted operations of the HRIS and all HR applications
 - Help end users to be successful and independent with Employee Self Service (ESS) and Manager Self Service (MSS)
 - Help HR practitioners to be successful and independent with their various administrative roles
-

- Troubleshoot issues with the goal of speedy and lasting resolution; employ a comprehensive and diverse toolset, including innovation and creativity, to solve problems
- Maintain absolute confidentiality of data and tight system security; administer security roles
- Implement all upgrades and collaborate with Training and Development to create resources which enable smooth transition on the floor
- Collaborate with the vendor and internal technical resources to build and maintain interfaces to other internal systems and vendors; manage the integration of data into and out of the HRIS
- Liaison with internal technical resources: establish strong relationships to enable top quality service and attention to departmental needs
- Liaison with vendors: establish strong relationships to enable swift and comprehensive service
- Interact with customers at all levels of the organization; ability to guide customers to an understanding of technical processes – and, occasionally, the legal constraints which underlie some HR processes – and their manifestations within the HRIS
- Document all HRIS processes and maintain currency of that documentation
- Keep current on all HRIS and related developments and ensure that HR and, where applicable, customers company-wide reap the benefits of the latest functionality
- Lead RFPs and other technology reviews for HR
- Perform other related duties as required and assigned
- Demonstrate behaviors which are aligned with the organization's desired culture and values

Skills & Abilities Required

- Minimum of five years' administrative experience with Human Resources Information Systems, preferably Ultimate Software and/or other web-based applications
- Strong, current understanding of Human Resources principles and practices; actual work experience in an HR role preferred
- Strong, current understanding of technology principles and practices; actual work experience in an IT role a plus
- Strong, current understanding of Payroll principles and practices a plus
- Certification in HRIS, HR and/or technical skills a plus
- Able to act as a change agent at the macro and micro level; experience in creating and reengineering business processes
- Excellent trouble-shooting and problem-solving skills; innovative / creative mindset; comfortable with data and processes
- Strong attention to detail; ability to work independently; team player; ability to prioritize tasks
- Customer service orientation, responsiveness; flexible, able to change direction easily
- Proven track record at delivering timely and accurate solutions in a very fast-paced environment
- Excellent critical thinking, problem solving, mathematical and sound judgment skills
- Financial Services and, if possible, mortgage industry experience a plus

Susana Bojorquez, PennyMac Recruiting Coordinator, Human Resources

susana.bojorquez@pnmac.com

HR Assistant (Temp 3 months)

I'm looking for a SUPER HR ASSISTANT to help out for the next 3 months.

All interested candidates please email your resume to human.resources@usscurology.com.

HRIS Specialist

Reports to: Director, Human Resources Operations

Department: Human Resources 1001-001-0110

Job Overview

Under the direction of the Director, Human Resources Operations, the incumbent will administer PennyMac's Human Resources Information System (HRIS); assist with administration of other applications which the Human Resources (HR) Department leverages; and provide ongoing support to end users and HR practitioners

Job Responsibilities

- Initially, complete the remaining phases of the HRIS implementation, then delve into its functionality and process flows
- Maintain smooth, consistent, and uninterrupted operations of the HRIS and other HR applications
- Help end users to be successful and independent with Employee Self Service (ESS) and Manager Self Service (MSS)
- Help HR practitioners to be successful and independent with their various administrative roles
- Troubleshoot issues with the goal of speedy and lasting resolution
- Maintain absolute confidentiality of data and tight system security; administer security roles
- Implement upgrades and collaborate with Training and Development to create resources which enable smooth transition on the floor
- Collaborate with the vendor and internal technical resources to build and maintain interfaces to other internal systems and vendors; manage the integration of data into and out of the HRIS
- Liaison with internal technical resources: establish strong relationships to enable top quality service and attention to departmental needs
- Liaison with vendors: establish strong relationships to enable swift and comprehensive service
- Interact with customers at all levels of the organization; ability to guide customers to an understanding of technical processes
- Document all HRIS processes and maintain currency of that documentation
- Keep current on all HRIS and related developments
- Assist with RFPs and other technology reviews for HR
- Perform other related duties as required and assigned
- Demonstrate behaviors which are aligned with the organization's desired culture and values

Skills & Abilities Required

- Minimum of three years' administrative experience with Human Resources Information Systems, preferably Ultimate Software and/or other web-based applications
 - Understanding of Human Resources principles and practices; actual work experience in an HR role preferred
 - Understanding of technology principles and practices; actual work experience in an IT role a plus
 - Understanding of Payroll principles and practices a plus
 - Certification in HRIS, HR and/or technical skills a plus
 - Strong trouble-shooting and problem-solving skills; innovative / creative mindset; comfortable with data and processes
 - Strong attention to detail; ability to work independently; team player; ability to prioritize tasks
 - Customer service orientation, responsiveness; flexible, able to change direction easily
 - Proven track record at delivering timely and accurate solutions in a very fast-paced environment
 - Strong critical thinking, problem solving, mathematical and sound judgment skills
-

- Financial Services and, if possible, mortgage industry experience a plus

Susana Bojorquez, PennyMac Recruiting Coordinator, Human Resources

susana.bojorquez@pnmac.com

HR Analyst II, PennyMac (**Moorpark**, CA)

Hiring Manager: Thomas Adrian

PennyMac® (Private National Mortgage Acceptance Company) is a family of companies that provides a full range of residential mortgage services. Since beginning in 2008, PennyMac has quickly emerged as a leading mortgage lending company, currently servicing a portfolio of over 100,000 home loans and originating approximately \$3 billion in new home loans every month. Our mission is simply to provide innovative mortgage solutions for borrowers and in so doing help restore public trust and confidence in a long-term sustainable housing market across the U.S. Our focus and commitment is to provide the highest levels of excellence and ethical standards in everything we do. As we continue to grow, we're looking for experienced and highly motivated mortgage professionals who share our values and commitment and want to participate in a professional environment built on a culture of trust, collaboration, and open communications where contributions are highly valued and recognized.

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
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- 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 Technician I

City of Burbank

SALARY: \$3,113.20 - \$4,291.60 Monthly

OPENING DATE: 05/27/13

CLOSING DATE: 06/07/13 05:00 PM

DEFINITION:

Under general direction, to perform a variety of confidential and complex Human Resources and clerical duties; to supervise clerical staff; and to do related work as required.

ESSENTIAL FUNCTIONS:

Performs various Human Resources and clerical duties of a complex nature, including typing, filing, mathematical calculations, and processing paperwork to facilitate smooth operations of programs; initiates, composes, types, and proofreads a variety of reports, letters, memos, and charts not requiring the supervisor's personal attention; researches, compiles, and analyzes data for a variety of Human Resources projects and reports; oversees maintenance of records and files; applies and advises employees and the public on Human Resources programs and procedural inquiries; coordinates and arranges meetings and interviews; operates calculator, personal computer and other office equipment; implements and recommends procedures related to assigned function; supervises, trains, and evaluates employees; and makes recommendations regarding hiring, promotions, and transfers.

MINIMUM QUALIFICATIONS:

Employment Standards:

- Knowledge of – modern office methods, procedures, and equipment; proper English usage, spelling, grammar, and punctuation; the principles of sound supervision; municipal organizations and their function; the functions of Human Resources systems, including the practices and procedures of City Memorandum of Understandings, Civil Service system, recruitment, selection, testing, classification and pay plans; mathematical and budgeting processes.
 - Ability to – develop, organize and maintain accurate reports and complex filing systems; understand and apply a wide variety of Human Resources requirements and policies; plan and direct the work of others; effectively supervise employees and evaluate their performance; operate a variety of office equipment; communicate effectively, both orally and in writing; work independently and exercise sound judgment in performing assigned duties; establish and
-

maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from high school or equivalent; three years of increasingly responsible clerical work, including one year in a responsible supervisory or Human Resources capacity. Must be able to type accurately from clear copy at a speed of 50 net words a minute

SUPPLEMENTAL INFORMATION:

A valid California Class "C" driver's license or equivalent may be required at time of appointment. A typing certificate must accompany city application to be considered.

EMPLOYMENT INFORMATION

APPLICATION PROCESS: You can submit an application at www.burbankca.gov/jobs. Applications must be filled out completely and clearly show that the minimum qualifications are met. A resume is not accepted in lieu of an application. Separate applications must be submitted for each job classification. Applicants should promptly notify Management Services of any change of address and/or phone number. If you have any questions regarding the application process or require assistance, contact Management Service Department (818) 238-5021.

Bilingual **Entry Level HR Manager** for a Garment Manufacturing Company in **Chatsworth**, CA

- This is the perfect role for an HR Generalist that wants to move to the next level and create and HR Department from the ground up. Salary \$52-58,000

The ideal candidate will have

- 2 to 5 years exempt experience as a Generalist.
- Must be Bilingual English/Spanish
- Good track of accomplishments.
- Bachelor's degree in HR or a related field preferred
- PHR/SPHR preferred
- Experience in manufacturing preferred

Interested candidates please send Resumes to hrchatsworthca@gmail.com

Looking for a **HR Summer Intern** (credit and stipend).

Please contact me at human.resources@usscurology.com.

Senior Recruiter 130716

Herbalife International - **Torrance**, CA

The Sr. Recruiter will be responsible for the recruitment and selection of staff, professional and management level positions, specifically in the areas of finance, operations and supply chain. The Sr. Recruiter will be expected to identify the specific requirements needed for all positions by consulting with the client groups. This position will engage search firms as necessary and manage all phases of the recruitment process and be expected to network with executive/management community to source and identify executive talent on a global basis and will utilize both internal and external sources. Additionally, this role will be responsible for ensuring that the onboarding of the talent is executed professionally.

DETAILED RESPONSIBILITIES/DUTIES:

- Recruit, interview, and hire highly qualified candidates for all disciplines utilizing effective recruiting methods including passive recruiting methods. Conduct candidate searches utilizing creative and passive recruiting methods.
- Perform full background inquiries on candidates including, references, verification of employment and educational degrees.
- Extend and negotiate offers to candidates and arrange relocation and/or appropriate immigration visas when necessary.
- Coach hiring managers with effective recruiting practices to ensure policies and legal requirements are in compliance.
- Develop, analyze and evaluate new and existing job descriptions and ensure description is aligned with compensation analysis.
- Select recruitment sources and techniques to effectively fulfill the client and the organization's staffing needs. Research and identify innovative and cost effective advertising vehicles.
- Possess and maintain on-going knowledge of the latest recruiting strategies utilizing a high level of creativity and latitude.
- Develop networks utilizing various professional organizations, internet space and direct sourcing to attract top talent.
- Facilitate New Hire Orientation presentation to new employees.
- Participate and represent Herbalife's company culture at career fairs and university associations.
- Drive and/or assist on a variety of department projects that contribute to driving the HR and Staffing function forward.

REQUIRED QUALIFICATIONS:

Skills:

- Expertise with direct sourcing techniques, candidate generation and Internet sourcing methodologies, specifically the LinkedIn Recruiter Tool.
 - Knowledge of web talent market space, including social media, trade journals, academic institutions, and alumni associations.
 - Proficiency with an Applicant Tracking System (i.e. Taleo, Brassring, Bullhorn, Recruitmax, or Peoplesoft).
 - Excellent written and verbal communication skills.
 - Team player and effectively able to communicate with all levels, up through executive management.
 - Strong ability to build and cultivate internal and external relationships by providing coaching, guidance and direction to hiring managers.
 - Ability to work independently and resolve difficult recruiting challenges while carrying out daily responsibilities.
 - Passionate and displays a high level of confidentiality and integrity.
 - Outstanding ability to research and identify innovative and cost effective advertising vehicles.
 - Exceptional customer service, troubleshooting and problem solving skills.
 - Detailed oriented, self-motivated, strong organizational skills and ability to prioritize.
 - Ability to operate in a fast-paced environment and adapt to organizational change.
-

- Strong proficiencies utilizing Microsoft Office applications.

Experience:

- 7 years of successful direct recruiting & sourcing experience for an in-house recruiting team or search firm, with a strong emphasis in financial, operations and/or executive-level recruitment.
- Prior demonstrated experience effectively sourcing, interviewing and hiring candidates for all levels up through VP.
- Superb skill-set with utilizing Behavioral Based Interviewing methods.

REQUIRES: High School diploma/GED

PREFERRED QUALIFICATIONS:

- Bachelor's Degree (BA/BS) in Business/Human Resources
- Bilingual in Spanish
- Experience utilizing the Taleo Applicant Tracking System

Herbalife International of America, Inc., is a global network marketing company that sells weight-management, nutrition and skin and hair care products. We pursue our mission of "changing people's lives" by providing good nutrition and a financially rewarding business opportunity to those who seek a healthy lifestyle and a financial independence. Founded in California in 1980 by Mark Hughes, Herbalife International of America, Inc. is publicly traded on the NYSE with excess of \$3.8 Billion in retail sales and distribution in over 80 countries.

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

HR Manager/Director (Contract) - Pacific Palisades, CA. Please contact the recruiter, who is listed below directly and let her know that Arvella referred you. This position is located in Pacific Palisades, CA in the field of education. They have given flexibility on the rate and we can pay \$28-\$30/hr. Need an HR Manger/Director for about 4-8 weeks; MAYBE LONGER. KNOWLEDGE OF CONTRACTS WILL BE THE KEY!!

Oversees and is accountable for recruitment and on-boarding of new management, certificated and classified staff. Manage the candidate sourcing process, including establishing the hiring process and formalizing hiring criteria. Manage an on-line applicant management system that effectively and efficiently tracks all candidate information. Attends and participates in contract management meetings with the bargaining units. Prepares the Human Resources Board of Trustees Update. Participates and attends the Board of Trustees Meetings. Guides and manages the employee discipline process. Manages the Human Resources budget and the human resources assistant.

Responsible for participating in labor negotiations with UTLA and PESPU Unions. Is accountable for pro-active management of employee issues. Maintains and oversees the maintenance of personnel files and performance review documents. Oversees for the performance review process for classified, certificated, and management employees. ****MUST CLEAR FINGERPRINT/BACKGROUND & TB TEST****

Yanean Heflin, Senior Account Executive at AppleOne Employment Services
5901 Green Valley Circle #466 | Culver City, CA 90230
310-242-9976 310-242-9978 yheflin@appleone.com

HR Generalist

Food Manufacturer in South Los Angeles

COMPENSATION: \$45K/year

A leading food manufacturer is looking for an HR Generalist on a temporary basis.

Responsibilities:

- Assist with Employee Relations
- Coordinate safety and training programs
- Maintain Employee Benefits
- Troubleshoot payroll issues

Requirements:

- A minimum of 2 years' experience in a union/manufacturing environment a MUST!
- Manufacturing experience essential, including having worked with 150+ employee base
- Bilingual - Strong verbal and written skills in English/Spanish
- Proficiency in Word, Excel and Outlook

Salary is 45k (\$20 per hour).

Please email referrals to annette@a-networkrecruiting.com

I'm not a recruiter and I am not personally hiring anyone; however, I work with an employer who is offering an excellent professional opportunity for an early-career HR practitioner to develop and grow in the profession while contributing to the development and growth of an emerging organization. The term "early-career" excludes no one, by the way; this employer merely wants to specifically include high potential practitioners who may have spent only a comparatively short time working in HR and have yet to get their ticket punched in every aspect of the profession. The employer's ideal scenario is to build their own Director of HR over the next 24 months.

Here's the really good part: The client is pledged to -- and requires -- continuing formal education and professional development of this person. That includes support for PIHRA and SHRM membership and activities, as well as for activities leading to obtaining and maintaining SPHR and SPHR-CA certification. The client also enjoys the regular assistance of an experienced HR Consultant, whose duties will specifically include assistance to and development of this person.

The employer is determined to attract someone with a clearly demonstrated commitment to their own personal excellence and professional development. A quality undergraduate education is a must, with a degree in HR or an obvious business-related area. Successful work toward a graduate degree or a PHR or other HR-related certification isn't mandated, but will certainly get the employer's attention.

Ideally, the candidate will have spent 2-3 years at work in one or more organizations' robust and well-managed talent acquisition activities. Successful experience in other areas of HR will likely enhance one's chances, but in a growing organization, the ability to lead the charge in attracting, assessing, hiring and assimilating top talent will be huge.

The job will ultimately be sited in the far west San Fernando Valley. Initially, however, this person will be regularly commuting to Northern California each week. The employer has made a key acquisition in the

Bay Area and the entire company will operate from that location until establishing its new corporate headquarters here in Southern California. There will also be some additional travel as the employer brings up units in several other western states.

If you fit the profile and have an interest, please contact me directly and I will introduce you. In the meantime, enjoy your weekend.

Dennis Buster | President & CEO | Talaria Advisory Group
1001 Avenida Pico, Suite C 280, San Clemente, CA 92673 | Main 949.388.3998 | Cell 714.349.9217 |
Fax 949.682.2015 | E-mail dennis@TalariaAG.com

People Services Manager (Human Resources)
Rancho Cucamonga, OR Sacramento, CA

Position Summary

Provides People Services (Human Resources) support for the assigned locations. Consults with management and employees to identify, evaluate, and resolve employee issues and work performance problems. Supports and ensures consistent execution of HR initiatives in the areas of Performance Management, Total Rewards, Training, Staffing, Compliance, and Employment Practices by aligning with the Regional PS team. Partners with Home Office and Operations leadership team to support a Great Place to Work[®] culture and initiatives.

Principle Accountabilities & Deliverables

- Establishes self as a trusted partner and advisor with leadership, partnering to drive, develop and execute human capital programs, services, and solutions to enable them to successfully meet their goals.
 - Supports the local leaders and teams, by providing strategic HR guidance for their business units; serve as People Services single point of contact for assigned locations.
 - Responsible for functioning in a full cycle HR Generalist role, proactively identifying issues, guiding leaders and driving the correct solutions on decisions involving compensation, benefits, staffing and organizational development needs.
 - Consults with management and employees to identify, evaluate, and resolve employee issues, hotline call reports and work performance problems within established human resources practices.
 - Oversees full-cycle Performance Management process at the respective campus locations to include: goal setting, employee feedback and coaching, and performance evaluation; provide guidance to managers on all performance management activity; ensure they comply with process deadlines.
 - Provides guidance to leaders in the administration and interpretation of compensation policy, assuring consistent administration throughout; confirm job titles are consistent; propose employee salary recommendations to management, ensuring recommendations are within authorized ranges.
 - Provides guidance to leaders in identifying training and development opportunities for the campus leadership teams and staff and partner with People Services Training and Development to facilitate and/or develop training.
 - Supports centralized Recruitment department by providing recruitment guidance.
 - Ensures a safe working environment by executing safety plans, procedures and policies.
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- Ensures compliance with all federal and state employment laws, company policy and Standard Operating Procedures.

Education / Experience

- Bachelor's degree in Business, Human Resources or related field required; PHR / SPHR Certification preferred
- Minimum five to seven years Human Resources generalist experience with demonstrated experience developing strong, collaborative business relationships with client management teams; multi-site, multi-state environment is preferred
- Strong working knowledge of federal and state employment law, employee relations and corporate policies and procedures

Skills

- Ability to model the company values and to provide innovative solutions
- Ability to drive and be accountable for results in a fast paced environment
- Ability to anticipate, analyze, and prioritize complex problems including:
- Ability to present ideas in a clear and compelling manner, both verbally and in written format
- Strong listening and conflict resolution skills
- Strong presentation and training facilitation skills
- Demonstrated proficiency in MS Office products (Word, Excel, PowerPoint)
- Some travel may be required.

If interested, please send your resume to Krisanne Elsner – ke@southwestrecruiting.com

Human Resources Director
(San Fernando Valley California)

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 long time successful client is a multi-plant manufacturing organization headquartered in the San Fernando Valley, CA.

Responsibilities

Our client is an established and successful manufacturing company looking for a trustworthy, hands-on, business savvy HR partner. He / she will manage and bring innovative ideas to the traditional HR functions including employee relations, recruiting, new hire orientation, policies & procedures, performance management, benefits administration, labor law compliance, and workplace best practices.

Requirements

- Manufacturing/Distribution industry experience
 - 15+ years HR Generalist Management experience
 - Integrity, loyalty, confidentiality
 - Experience providing HR support for 300 employees in multiple plants
 - Demonstrable experience implementing HR best practices
 - Successful application HR best practices, employee relations and performance management
 - Knowledge of and practical application experience in federal and state employment, labor laws,
-

- regulations, procedures and employee handbook upkeep
- Experience managing full cycle recruiting for all levels and functions.
- Benefits administration expertise
- Ability to foster a cooperative environment, strong team orientation and collaboration
- Strong safety, OSHA, and workers' compensation expertise
- Bachelor's degree; PHR/SPHR preferred
- Bilingual Spanish a MUST
- Ability to travel
- Local candidates only.

Compensation

This position offers a compensation package (low \$100s) and benefits package

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

HR Technician (Job Number: HUM0002P4)

Location: **Rialto**, CA, US

As a Human Resources Technician, you will support the DC HR team's focus on healthy team culture and talent management to build the best team. You will provide assistance to the HRBP/HRMs by acting as a first point of contact for the businesses you support, ensuring compliance and integrity of team member information, performing data gathering and analysis and supporting the planning and execution of cyclical HR processes.

Use your skills, experience and talents to be a part of groundbreaking thinking and visionary goals. As a Human Resources Technician, you'll take the lead as you...

- Act as first point of contact for the client group supported by partnering with Payroll, TMSC and Group Leaders to ensure team member questions are handled in a timely manner
- Support the staffing process by partnering with the HRBP/HRM, hiring managers and the staffing team to post positions, facilitate interview schedules, prepare offer recommendations and ensure keying of team member changes
- Provide administrative support to HRBP/HRM teams including calendar management, meeting coordination, PowerPoint presentations, photocopying, filing, processing of invoices and other administrative duties as needed
- Ensure SOX compliance and integrity of team member data and reporting relationships through timely keying of team member movement and partnership with the TMSC
- Plan and execute HR cyclical processes through assigned captainships which may include: Talent Planning, Annual/Midyear & Merit, Best Team Survey, DC Welcome Orientations or other captainships as assigned
- Provide support and coordination of ongoing talent management processes including report creation, data analysis, team member data updates and maintenance in the talent planning system, and creation of tools to facilitate planning discussions

Requirements

- BS/BA 4 year college degree
 - Strong computer skills including spreadsheets, word processing, SharePoint and other web-based tools
 - Displays strong prioritizing, organization, problem solving and decision making skills
-

- Strong guest service orientation and ability to interface with all levels of the organization
- Excellent written and verbal communication skills
- Ability to work with confidential information

Benefits

Eligible team members will receive one of the best earnings packages anywhere, including competitive pay, all-around insurance coverage, 401(k), flexible scheduling, training and development and many other perks and benefits. Target is an Equal Employment Opportunity Employer and is a drug-free workplace.

<https://targetcareers.target.com/talentcommunity/apply/2118951/?#tracked>

HR Associate

DEPARTMENT: Human Resources

REPORTS TO: Manager, Human Resources

DURATION: Full-time

LOCATION: Playa Vista, CA

ABOUT X PRIZE FOUNDATION

Founded in 1995, the X PRIZE Foundation, a 501(c)(3) nonprofit, is the leading organization solving the world's Grand Challenges by creating and managing large-scale, high-profile, incentivized prize competitions that stimulate investment in research and development worth far more than the prize itself. The organization motivates and inspires brilliant innovators from all disciplines to leverage their intellectual and financial capital for the benefit of humanity. The X PRIZE Foundation conducts competitions in four Prize Groups: Education & Global Development; Energy & Environment; Life Sciences; and Exploration. Prizes won include the \$10 million Ansari X PRIZE for private, suborbital space flight; the \$10 million Progressive Insurance Automotive X PRIZE for creating safe, affordable, production-capable vehicles that exceed 100 MPGe (energy equivalent); the \$2 million Northrop Grumman Lunar Lander X CHALLENGE for advanced rocket development; and the \$1.4 million Wendy Schmidt Oil Cleanup X CHALLENGE for highly effective, ocean surface oil spill cleanup methods. Active prizes include the \$30 million Google Lunar X PRIZE, the \$10 million Archon Genomics X PRIZE presented by Medco, and the \$10 million Qualcomm Tricorder X PRIZE. For more information, go to www.xprize.org.

ASSOCIATE, HUMAN RESOURCES

The Associate of Human Resources will report to and work with the HR Manager to ensure that the day-to-day operations of the department run smoothly.

Responsibilities will include the following:

- Manage payroll for 50+ employees, including
 - Audit hourly timekeeping records for compliance with established standards
 - Enter new hires into payroll and timekeeping system
 - Provide training on timekeeping system
 - Enter and track employee deductions
 - Research and prepare special payroll reports for management
 - Audit deductions and time off accruals for accuracy and compliance on a quarterly basis
 - Review and process quarterly and annual payroll reports including the distribution of W2's
 - Manage Leave of Absences and field questions regarding eligibility and approvals
 - Generate HR and Payroll Reports on a monthly basis to provide metrics around recruiting
-

efficiency, turnover and attendance

- Prepare and manage consulting agreements and addendums
- Provide support to recruiting and hiring activities, including
- Review job descriptions
- Post job descriptions
- Schedule interviews for HR and X PRIZE staff
- Onboard new employees
- Partner with contingency staffing firms when appropriate
- Administer X PRIZE Foundation Employee Benefit Programs, including
- Manage medical, dental, vision, 401k, FSA, HSA, LTD, STD, Life Insurance, EAP and gym membership programs
- Maintain and develop relationships with insurance brokers and vendors
- Process terminations and administer COBRA
- Manage X PRIZE Foundation open enrollment and communicate to staff regarding benefit plan changes
- Conduct ad hoc HR research under the direction of the HR Manager to evaluate vendors, services or other programs to heighten employee engagement and increase efficiency
- Assist with planning employee appreciation events, employee volunteer programs and annual employee holiday parties
- Assist with performance management and employee relations issues as needed at the discretion of the HR Manager

Required qualifications and skills

- Undergraduate Degree required in Business or related field along with three to five years of generalist HR experience
- Demonstrated financial literacy and accuracy
- At least two years of experience processing payroll, experience with ADP's PayeXpert and ezLabor desired
- Strong business writing and professional verbal communication skills
- Highly organized with the ability to multi-task
- Strong problem solving and troubleshooting skills with the ability to exercise mature judgment
- High degree of discretion and diplomacy handling confidential and sensitive information
- Strong attention to detail
- Versatile and flexible team player
- Microsoft Office Suite knowledge and proficiency

X Prize Culture

Our goals are as lofty as they come: we strive to create a better world for humanity. That goal translates to our company culture which supports the kind of passionate, creative, forward thinking people that can deliver radical breakthrough solutions to today's most critical and meaningful challenges.

To this end, we are working together to create an environment that fosters learning and growth and encourages creativity, transparency, and diversity. The X PRIZE FOUNDATION offers a comprehensive compensation package to our employee's that includes the following benefits:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Short Term Disability
- Long Term Disability
- LIFE & AD&D
- Supplemental Disability and Life Insurance
- Domestic Partner Benefit Coverage
- EAP and Travel Assistance Program
- 401K Plan
- Paid Vacation
- Paid Sick Off
- Paid Holidays

The X PRIZE FOUNDATION is an equal opportunity employer and does not unlawfully discriminate in employment. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Please note: Though submitting a resume to the X PRIZE FOUNDATION implies that you are interested in a position(s), it does not imply that you are an applicant. You are not considered an applicant until you have been contacted directly by a Human Resources representative requesting that you begin the designated application process, which may involve phone and/or in-person interview(s), job-related testing, and background checking.

Please contact: steve@xprize.org

We have a **Quality Auditor** position open. The ideal candidate would have safety and training management experience along with QA.

If you know of anyone that might be interested have them contact me via email for details.

Melanie Howe, Human Resources, Flight Line Products, Inc.
(661) 775-8360 Extension 105 or melanie.howe@flightlineproducts.com

HR Manager with hands-on experience to fill existing position.

Job Description

Torn & Glasser is an importer, processor, and packer of nuts, dried fruits, beans, rice, candies, and grains. We are an industry leader that is known and recognized for our commitment to high quality products. Torn & Glasser has been family owned and operated since 1928.

Position is responsible for all human resources functions including but not limited to employee relations, recruitment, payroll, benefits, performance management, safety, policy development and interpretation, and labor compliance.

Essential duties and responsibilities include, but are not limited to:

EMPLOYEE RELATIONS

- Provide excellent internal customer service and support on all employment related matters.
- Develop, update and implement policies and procedures.
- Ensure changes in policies or benefits are effectively communicated to all employees.
- Provide management support on policy interpretation/enforcement and the application of employment laws.
- Coach / counsel management and employees to resolve conflict.
- Investigate and respond to employee complaints.
- Prepare employee separation notices and related documentation.

RECRUITMENT

- Complete recruitment cycle for non-exempt and exempt positions.
- Foster business relationships with staffing agencies.
- Draft, review and update job descriptions.
- Conduct pre-hire professional, criminal and drug-screenings.
- Process all new hire paperwork including internal, state and federally required forms.
- Conduct new employee orientations.

PAYROLL

- Maintain, review and audit records via timekeeping system.
- Prepare and process weekly payroll.
- Process new hires and terminations in payroll system.
- Ensure compensation changes are in keeping with policies and practices.
- Process request for employment and income verification.
- Respond to employee inquiries pertaining to pay practices / issues.

BENEFITS

- Administer benefits programs such health, dental and life insurance, retirement plan, paid time off, leaves of absence, worker's compensation and employee assistance.
- Coordinate and present benefit open enrollment and new hire benefit orientation.
- Process benefits enrollments, terminations and qualifying event changes.
- Serve as the main point of contact for answering benefits questions.
- Research and solve problems regarding insurance claims and bills.
- Ensure compliance with COBRA guidelines.
- Reconcile monthly benefit invoices.

SAFETY / WORKER'S COMPENSATION

- Promote safety awareness and ensure safety practices are followed.
 - Conduct/coordinate safety training.
 - File and monitor worker's compensation claims.
 - Ensure employee needs are being met by ensuring designated medical facility is providing quality
-

care and claims adjusters are providing excellent customer service.

OTHER

- Ensure compliance with federal/state employment laws and regulations.
- Ensure on-going manager/employee communication and understanding of applicable policies, laws and employee's status.
- Manage FMLA, PFL, disability, workers' compensation cases and other company leaves of absence.
- Manage unemployment claims and represent the company at hearings.
- Recommend and schedule training and development courses.
- Coordinate annual performance management program.

REQUIREMENTS

- 7-10 years of human resources generalist experience.
- Bilingual in Spanish required.
- Working knowledge with Paychex and NovaTime.
- In depth knowledge of employee relations and experience with California HR legal/regulatory issues, applicable laws and liability related to HR functions
- Ability to use good judgment, discretion with sensitive and confidential issues, projects, and information; ability to take initiative, apply analytical reasoning and problem solve.

For immediate consideration forward your resume AND salary history/requirement to Shawn@tornandglasser.com and michelle@armoniconsulting.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

LinkedIn: www.linkedin.com/pub/rick-manning/5/61a/684/

Training Specialist

USC Auxiliary Services - **Greater Los Angeles Area**

Job 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!

USC Auxiliary Services is seeking a Training Specialist to join its Human Resources team.

As the Training Specialist in Auxiliary Services you will have the opportunity to make a significant impact on the organization and the guest experience as it is delivered by our staff. This position develops, prepares and delivers training programs for all Auxiliary Services units, including the customer service training program, specific unit trainings, as well as the management trainings. In addition, this position will maintain training records and manages all details for instructor-lead trainings.

Job Accountabilities

- Develop, implement and facilitate instructor-led customer service related training on topics such as telephone courtesy, sales, conflict management, problem solving and effective communication.
- Conduct Auxiliary Services New Employee Orientation in a manner consistent with the Auxiliary Services mission and principles.
- Develop and facilitate instructor-led courses for management and frontline employees on topics such as Customer Service, Coaching and Counseling, Workers' Compensation & Disability, Labor Relations, etc.
- Work closely with Training Manager in coordinating the Auxiliary Services Management Training Program by scheduling managers to attend courses, sending confirmations and reminders, and tracking progress toward the Management Training Certificate.
- Assist in managing unit specific programs such as the University's Defensive Driving Course program, etc.
- Assist in monitoring the completion of mandatory Harassment Prevention training for all new hires on an ongoing basis, and all existing staff during official training refresher years to ensure that Auxiliary Services meets our completion deadlines.
- Track training activities by entering and maintain training records in SuccessFactors.
- Prepare the logistics of training events by reserving room space, setting up audiovisual equipment, assembling materials and ordering food and beverage.
- Develops or aids in developing special training programs as needs are recognized to support division goals.
- Network through industry contacts, associate memberships, trade groups and employees.
- Perform other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

The University of Southern California offers great benefits and perks for eligible staff and dependents, including medical, dental and vision plans, Tuition Assistance, paid time off, flexible spending accounts, retirement plan contribution, and discounts to USC sporting events and USC Bookstores.

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 www.usccareers.usc.edu!

Additional Information

Posted: June 8, 2013

Type: Full-time

Experience: Mid-Senior level

Functions: Training

Industries: Hospitality

Compensation: DOE, no relocation available

Job ID: 5993600

<https://jobs.usc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1370962831359>

Bilingual Entry Level HR Manager (Chatsworth, CA)

Bilingual Entry Level HR Manager for a Garment Manufacturing Company in Chatsworth, CA

This is the perfect role for an HR Generalist that wants to move to the next level and create and HR Department from the ground up.

The ideal candidate will have

- 2 to 5 years exempt experience as a Generalist.
- Must be Bilingual English/Spanish
- Good track of accomplishments.
- Bachelor's degree in HR or a related field preferred
- PHR/SPHR preferred
- Experience in manufacturing preferred

Salary 52-58k

Interested candidates please send Résumés to hrenchatsworthca@gmail.com

HR Assistant (La Crescenta, CA)

Human Resources Assistant

We have immediate need for a Human Resources Assistant to join our growing team in La Crescenta.

In this role, you will be working directly with the HR Director as well as our team of Human Resources professionals. If you are a friendly, outgoing team player, with a passion for HR, who enjoys "wearing many hats," we are the place for you!

Responsibilities:

- Perform customer service functions by answering employee requests and questions.
- Verify I-9 documentation and maintains books current.
- Maintains Employee Handbook with updated resolutions and other pertinent information, as needed.
- Conduct audits of various payrolls, benefits or other HR programs and recommend any corrective action.
- Assist with processing of terminations.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Assist HR Director/HR Managers with various research projects and/or special projects.
- Assist with recruitment and interview process.
- Assists in exit interview process.
- Assists in organizational training and development efforts.
- Assist with the various employee discount coupons by contacting companies for coupons as directed by HR Manager.
- Schedules conferences by reserving facilities at local hotels and/or restaurants.
- Makes photocopies, faxes documents and performs other administrative functions.
- Assist or prepare correspondence.
- Perform other duties as assigned.

Requirements

- Associate's degree in Human Resources, Business or related field, or equivalent education and work experience
- At least one year of experience in an administrative role, preferably in human resources
- Excellent verbal and written communication skills; bilingual Spanish a plus
- Able to work independently and as part of a team
- Professional demeanor with a positive, proactive, customer service orientation
- Organized and efficient problem-solver, with strong attention to detail
- Able to thrive in a fast-paced environment with good time management skills

Please apply to Mary Hatz at mary@totalhrmgmt.com and reference "Bolton" when applying.

People Services Manager (Rancho Cucamonga or Sacramento, CA)

Position Summary

Provides People Services (Human Resources) support for the assigned locations. Consults with management and employees to identify, evaluate, and resolve employee issues and work performance problems. Supports and ensures consistent execution of HR initiatives in the areas of Performance Management, Total Rewards, Training, Staffing, Compliance, and Employment Practices by aligning with the Regional PS team. Partners with Home Office and Operations leadership team to support a Great Place to Work® culture and initiatives.

Principle Accountabilities & Deliverables

- Establishes self as a trusted partner and advisor with leadership, partnering to drive, develop and execute human capital programs, services, and solutions to enable them to successfully meet their goals.
- Supports the local leaders and teams, by providing strategic HR guidance for their business units; serve as People Services single point of contact for assigned locations.
- Responsible for functioning in a full cycle HR Generalist role, proactively identifying issues, guiding leaders and driving the correct solutions on decisions involving compensation, benefits, staffing and organizational development needs.
- Consults with management and employees to identify, evaluate, and resolve employee issues, hotline call reports and work performance problems within established human resources practices.
- Oversees full-cycle Performance Management process at the respective campus locations to include: goal setting, employee feedback and coaching, and performance evaluation; provide guidance to managers on all performance management activity; ensure they comply with process deadlines.
- Provides guidance to leaders in the administration and interpretation of compensation policy, assuring consistent administration throughout; confirm job titles are consistent; propose employee salary recommendations to management, ensuring recommendations are within authorized ranges.
- Provides guidance to leaders in identifying training and development opportunities for the campus leadership teams and staff and partner with People Services Training and Development to facilitate and/or develop training.
- Supports centralized Recruitment department by providing recruitment guidance.
- Ensures a safe working environment by executing safety plans, procedures and policies.
- Ensures compliance with all federal and state employment laws, company policy and Standard Operating Procedures.

Education / Experience

- Bachelor's degree in Business, Human Resources or related field required; PHR / SPHR Certification preferred
- Minimum five to seven years Human Resources generalist experience with demonstrated experience developing strong, collaborative business relationships with client management teams; multi-site, multi-state environment is preferred
- Strong working knowledge of federal and state employment law, employee relations and corporate policies and procedures

If interested, please send your resume to Krisanne Elsner – ke@southwestrecruiting.com

Our client in **San Gabriel** is looking for 6-7 qualified **HR candidates**.

This position is for one year. It pays \$19.50 an hour. Hours are 8-5, Monday to Friday

- This is a fast-paced department.
 - Candidates must be proficient in Word, Excel and PowerPoint.
 - Prior experience on TALEO is a plus but not required.
 - Strong oral and written skills.
 - Team player.
 - Ability to maintain confidentiality.
 - Gather and analyze information.
 - Validate positions and verify all positions.
 - Gathers and analyzes new hire documents.
 - Submit and process on-boarding.
-

- Create, maintain records.

If you are qualified and available immediately, please send resumes to me. No walk-ins please. We must review resumes before conducting an interview.

Jila Davachi, Office Manager for LA Business Personnel, Inc.
Email: jila@labpinc.com or Fax (213) 365-1316 www.labusinesspersonnel.com

I'm looking for an **HR Manager**, bilingual and Food Manufacturing experience and a Bachelor's Degree is a must. Pay is \$80K-\$85K. Thanks!!

Sonya Belton, Senior Chief Recruitment Officer/Manager at Total Quality Consulting
931 E. Walnut Street # 204, Pasadena, CA 91106
626.765.6980, ext. 222, 626.483.9398 mobile, 626.765.6975-fax/email, 626.356.0001-regular fax
slb@totalqualityconsulting.com
<http://www.linkedin.com/pub/sonya-belton/11/3b4/16b>

Packaging Corporation of America, the #1 employer in our industry, is looking for an **HR Generalist** to support our three plants in **LA and Ventura counties**.

Position Purpose Summary: The purpose of this position is to provide administrative and human resource generalist support to and to provide administrative and clerical support to General Manager and other management positions.

Dimensions: Responsibility for human resources administration for a three plant population of approximately 280 employees both hourly and salaried.

Principal Accountabilities:

- The Human Resource Representative is responsible for knowing and following policies and procedures of the company; for sharing information that would benefit other members of the team; and for finding ways to improve the delivery of service to our customers.
 - The Human Resource Representative is expected to continually strive to strengthen our business philosophy of Meeting needs, exceeding expectations for our customers.
 - Is responsible for administrative functions such as performance appraisals, personnel requisitions, job descriptions, new hire process and leaves of absence. Maintains department files Inputs employee data into the (HRMS).
 - Serves as a point of contact with our TPA for all leaves of absence that could be covered by disability and/or FMLA. Serves as FMLA coordinator for facility. Processes paperwork and monitors FMLA and short term disability.
 - Performs liaison activities to respond to and monitor all workers' compensation cases and unemployment claims.
 - Serves as a point of contact for employees. Works with the employee(s) and management to resolve issues. Keeps Area Human Resources Manager informed of any situations that may result in legal issues for the Company.
 - Acts as a benefits representative assisting employees.
 - Plan and organize employee functions.
 - Assist in development of Company responses to legal issues, including unemployment hearings, EEO
-

charges and workers' compensation hearings.

- Provide administrative assistance / clerical support to the Regional General Manager. Will handle highly sensitive information from throughout the region with extreme care and confidentiality.

Requirements:

- **Decision Making:** The Human Resource Representative is responsible for the overall human resources function at the facility and has discretion to recommend appropriate action in circumstances as related to interaction with employees. Works with PCA Corporate HR on compliance audits.
- **Education:** Equivalent to BS Degree or equivalent on-the-job experience.
- **Work Experience:** One (1) to two (2) years previous work experience in a related capacity, demonstrating knowledge and understanding of labor relations, contract administration, workers' compensation administration, employee orientation / training on human resource matters.
- **Skills:** Strong communication and interpersonal skills. Capable of: effectively communicating with management and hourly personnel; demonstrating leadership behaviors; having a strong understanding of HR issues; acting/thinking independently with minimal supervision; using good business judgment; manage projects with limited supervision; handling confidential information appropriately; planning tasks to meet deadlines; and adapting to quickly shifting priorities.
- **Training:** Capable of using applicable computer software programs.
- Union experience a plus.
- Individuals within this job may perform other duties as assigned.

If you have an interest in this position, please email me directly at: rfiddes@packagingcorp.com. Please send salary expectations with your resume. Any submissions without this will not be considered.

Employee Relations Specialist

N/E, Temporary-to-Hire

\$55,000 to \$75,000 per year (DOE)

Start: ASAP

Hours: M-F 08:00 am – 05:00 pm

Industry: Business Management Services

Location: **West Los Angeles** (405 and Olympic)

Reports to: Director of HR

DUTIES:

Managing employee relations for the field including conducting investigations, coaching and dispute resolution. Provide coaching and counseling in the areas of performance management, employee engagement, retention, and legal compliance Administering and interpreting company policies and procedures.

REQUIREMENTS:

Previous experience with a high volume Employee Relations, ideally having worked at a company with 2,000 employees or more.

RESUMES TO RECRUITING@HRONLY.COM – Note “ER Specialist” in the subject line
HR ONLY Staffing, Search and Consulting for HR Departments since 1989
323-883-9065

I am looking for an **HR Manager** in **Orange** for a large Mortgage Company. Must be strong in benefit negotiations, payroll savvy, recruitment and onboarding skills. Contact me via e-mail for more information.

Brenda Trujillo, PHR, CSC, Sr. Partner/President
Bowen-Meyers & Associates
10845 Norwalk Blvd., Suite A, Santa Fe Springs, CA 90670
(562) 888-9191 Office (714)600-1660 Cell (562)455-2786 Fax

Disability Operations Manager (MGR1)(70001293)

Job Posting : Jun 11, 2013, 8:30:09 AM - Jun 24, 2013, 11:59:59 PM

Primary Location: US-CA-**Rosemead**

Description

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

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

About Disability Management:

The Disability Management (DM) group is part of Benefits and Corporate Medical Services within the HR Operations division of SCE Human Resources. The DM group is responsible for the design, administration and oversight of all EIX/SCE disability benefits/programs, job protected leaves and job accommodations. This group also partners with SCE organizational units to optimize their productivity needs, while still ensuring compliance with disability and leave laws.

POSITION OVERVIEW:

The Disability Operations Manager is responsible for managing all day to day aspects of the company's short and long-term disability plans and job protected leaves through a combination of internal staff, external service providers and partnership with key internal business partners. The successful candidate will coach, develop and motivate the Disability Management consultant staff to accurately and efficiently resolve any escalated operational issues ensuring compliance with federal, state, and local laws as well as company benefit plans, union contracts and policies while providing excellent customer service. The Manager will also represent the company in cross-functional and organizational unit teams, and provides support for Focus on Resolutions, grievances/arbitrations, court or deposition appearances, and other company investigations. In addition, the candidate will have oversight for Disability Management employees that handle operational project management, analytics and quality assurance work.

Typical Responsibilities Include:

- Ensures that Sedgwick's recommendations for all short and long-term disability claims, and job protected leaves, are appropriately processed and recorded
- Manages a team that serves as point of contact for escalated issues from employees and key business partners (i.e. Business Partner teams, Labor Relations, Workers' Compensation) about

short and long-term disability claims and job protected leaves

- Manages employees that are responsible for operational project management, analytics and quality assurance activities
- Ensure policies and procedures support compliance with all applicable federal, state, and local laws, as well as Collective Bargaining Agreements, Summary Plan Descriptions and related Company policies, such as Policy 502 – Job Protected Leave
- Actively participates in cross-functional and organizational unit teams supporting HR or corporate center initiatives or projects
- Oversight for implementing operational changes, processes and assisting with change management activities internally and with partner groups.
- Document interactions and resolutions in DM issue tracking system
- Develops and tracks appropriate metrics to measure the overall operation of the area how well the area is operating

Qualifications

JOB REQUIREMENTS:

- Bachelor's Degree in Human Resources, Business Administration or related field or an equivalent combination of education and experience.
- Typically possesses five years of experience working in a specific human resources discipline or as a human resource generalist.
- Must have a minimum of three years of experience managing or supervising a team.
- Must have experience in the field of Disability Management.
- Demonstrated experience working with federal, state and local laws regarding job protected leaves (e.g. FMLA).
- Demonstrated experience with disability short and long term benefits.
- Demonstrated experience prioritizing activities, delegating, monitoring assignments, and holding employees accountable for results.
- Must demonstrate the ability to integrate work across relevant areas, develop the business and services to enhance customer satisfaction and productivity, manage risks appropriately, develop and execute business plans, manage information, and provide exceptional service to internal and external customers.
- Must demonstrate effective resource and project planning, decision making, results delivery, team building, and the ability to stay current with relevant technology and innovation.
- Must demonstrate strong ethics, influence and negotiation, leadership, interpersonal skills, communication, and the ability to effectively manage stress and engage in continuous learning.
- Demonstrated experience using Microsoft Word, Excel, PowerPoint, Visio, and Project.
- •Demonstrated ability to follow Edison safety protocols and safe work practices.

PREFERENCES:

- In depth knowledge of the Company's short and long-term disability plans, including variations by employee group
-

- In depth knowledge of SAP timekeeping system and disability related interface files

COMMENTS:

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

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

https://sce.taleo.net/careersection/sce_external_career_section/jobdetail.ftl?job=70001293&lang=en&media_id=31808&src=LinkedIn_Slots

HR Generalist

KARL STORZ Endoscopy-America, Inc. - **Greater Los Angeles** Area

Job Description

We are looking for an HR Generalist with 5+ years of experience to work with us on a contract to possible hire basis.

Responsibilities:

- Provide employee relations support for designated group of employees.
- Assess employee relations situations and potential issues with minimal guidance.
- Facilitate meetings with managers and employees, appropriately coach managers.
- Follow-up to resolve all issues.
- Proactively identify issues and assist managers and employees in coming to resolution.
- Recommend solutions for mid-level to complex issues, i.e., behavioral issues, harassment, discrimination, potential substance abuse.
- Facilitate department meetings or task forces on employee relations topics.
- Identify and resolve residual issues from employee relations situations.
- Implement outside learning/readings into professional practice.
- Interpret and explain current laws, policies, and practices to employees and managers.
- May coordinate leaves of absences - medical and workers compensation - in collaboration with payroll, Workers Comp Mgr. and other leave management parties.
- Develop strong interpersonal relationships with clients.
- Demonstrate understanding of organization's strategic goals.
- Take leadership role in projects, processes and outcomes (i.e., employee recognition, communication).
- Present Management Orientation materials.

First Six-months' Priorities:

- Proactively establish credibility, visibility and trust in partnering with the client group; physically and regularly go to each location to partner with client group and be seen as the "go to"
-

resource.

- Learn the issues and complexities of each area and create a plan to minimize employee relations issues and increase engagement.
- Partner with Employee Relations Manager and North America HR team to prioritize and collaborate on HR issues in a proactive manner.

Desired Skills & Experience

- Bachelor's degree or equivalent required.
- Employee Relations and LOA Administration expertise required.

Company Description

The product range from KARL STORZ includes rigid and flexible endoscopes, instruments for the entire field of human medicine. Innovative products such as a fully digital video chain and KARL STORZ AIDA®, the central image and data archiving system, make for documentation that is convenient, comprehensive and high in quality. With the KARL STORZ OR1™ a visionary OR concept for minimally invasive surgery of the future has taken shape: it is a fully integrated OR, centrally monitored and controlled, in which surgical processes and routine work are simultaneously streamlined and simplified.

http://www.linkedin.com/jobs?viewJob=&jobId=6072225&trk=eml-anet_dig-b_premjb-ttl-hdp&fromEmail=&ut=2mzP1D6s2ZPBM1

Senior Director of Compensation & Benefits (City of Commerce, CA)

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 99c Only Stores through the changing benefits landscape and will create new compensation structure, levels, ranges, incentives, rewards & recognition programs.

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

HRIS Manager - Space Exploration Technologies (Hawthorne, CA)
 Manager, Human Resources Information Systems (HRIS)

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>

Recruiter - Wesco Aircraft (Valencia, CA)

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)

Sonia Cruz, Benefits/Compensation Supervisor
Wesco Aircraft
Sonia.Cruz@wescoair.com

HR Manager (Aliso Viejo, CA)

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 company wide 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.

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

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

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. SPHR required.

Information is available by contacting natasha.kelso@cbre.com.

Natasha Kelso | Corporate Recruiter

CBRE | Human Resources

Recruiter (Talent Rep) – **Glendale**, California

The Talent Representative is responsible for the identification, qualification, and matching of candidates. The Talent Representative builds relationships with candidates through the delivery of exceptional customer service characterized by mutual respect, understanding, and trust.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Identify, engage, and recruit qualified candidates.
- Determine and implement appropriate recruiting techniques for market, industry, skill set, and region.
- Maintain ongoing relationships with candidates not currently on assignment.
- Qualify candidates by conducting telephone and in-person interviews to obtain work history, education, training, job skills, and salary requirements.
- Complete appropriate reference checks on candidates to ensure authenticity of stated skills and experience.
- Coordinate applicable background investigations with administrative staff.
- Analyze client requirements against qualifications of candidates and match the best candidate with client needs.
- Package the candidates for presentation to client.
- Present job opportunities to candidates and negotiate pay rates.
- Prep and debrief candidates.
- Provide coaching and advice to candidates throughout the client interview process to include counter offers and job transition.
- Conduct follow-up activities with candidates to ensure job satisfaction.
- Supervise and manage candidates on assignment; counsel and discipline candidates; be directly involved in termination decisions.
- Work closely with Client Relationship associates in activities directly related to candidate quality assurance, retention and extension, lead generation, remarketing and candidate satisfaction.
- Develop and execute daily plan.
- Participate in periodic training to enhance representation of clients in HR management decisions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree preferred.

Contact Alan Elmont at aelfmont@kforce.com
