



**SEGUE
SOLUTIONS**

My Career Strategy September 2013 Opportunities

My Career Strategy Meeting Information

<http://is.gd/nxtmtg>

PIHRA Career Center

<http://is.gd/pihracareercenter>

PIHRA District 6

<http://is.gd/SouthBay>

My Career Strategy Email

Segue@Propster.com

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|-----------------------|--------|--------------------------------------|--------|--------------------------------|
| United States 7.3% | ☺ ↓ | August 2013 Unemployment Rates | ☹ ↑ | Los Angeles County 10.1% |
|-----------------------|--------|--------------------------------------|--------|--------------------------------|

**UNITED STATES
UNEMPLOYMENT RATES
2013 January through August**

| 2013 | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| U3 | 7.9 | 7.7 | 7.6 | 7.5 | 7.6 | 7.6 | 7.4 | 7.3 |
| U4 | 8.4 | 8.3 | 8.1 | 8.0 | 8.0 | 8.2 | 8.0 | 7.8 |
| U5 | 9.3 | 9.2 | 8.9 | 8.9 | 8.8 | 9.1 | 8.8 | 8.7 |
| U6 | 14.4 | 14.3 | 13.8 | 13.9 | 13.8 | 14.3 | 14.0 | 13.7 |

U3: This is the official unemployment rate, which is the proportion of the civilian labor force that is unemployed but actively seeking employment.

U4: This is the official unemployment rate that is adjusted for discouraged workers. In other words, discouraged workers are treated just like other workers who are officially classified as unemployed, being included in both the ranks of the unemployed and the labor force. It is technically specified as the proportion of the civilian labor force (plus discouraged workers) that is either unemployed but actively seeking employment or discouraged workers. The addition of discouraged workers generally adds a few tenths of a percentage point to the official unemployment rate.

U5: This augments U4 by including marginally-attached workers to the unemployment rate calculation. Marginally attached workers are potential workers who have given up seeking employment for various reasons. One of these reasons is that the workers believe such effort would be futile, which places them in the discouraged worker category. Those who have other reasons for not seeking employment are placed in the broader marginally-attached workers category. The addition of marginally-attached workers adds a few more tenths of a percentage point to the official unemployment rate.

U6: This augments U5 by including part-time workers to the unemployment rate calculation. The addition of part-time workers adds a full 2-3 percentage points to the official unemployment rate. This measure of unemployment is perhaps the most comprehensive measure of labor resource unemployment available.



Career Center

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

Benefit Counselor

Universe Workplace Solutions - Irvine, CA

We are currently seeking professional, motivated Benefit Counselors to expand our team in Irvine! Universe Benefit Counselors enjoy benefits including great pay, 401(k) plan eligibility, industry-best training and flexible work schedules

Benefits / Administrative Assistant

Facey Medical Foundation - Mission Hills, CA

BENEFITS / ADMINISTRATIVE ASSISTANT Temporary full-time Monday Friday 8:00am- 5:00pm An opportunity exists for a temporary full-time Benefits / Administrative Assistant to provide clerical / administrative support to the Human Resources Department. Primary responsibilities include data entry to vendor sites and internal systems, prepare benefit orientation packets, assist in conducting benefit meetings, assist in producing benefit reports, research and answer routine benefit question

Benefits Coordinator

Shutters on the Beach - Santa Monica, CA

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

Director of HR & Talent Development

Junior Blind - Los Angeles, CA

The Junior Blind is currently seeking a Director of Human Resources for our fast-paced, busy Human Resources Department. As the Director of Human Resources & Talent Development at The Junior Blind, you will provide strategic and tactical HR leadership in the areas of talent acquisition, supervisory team professional development, benefits administration, employee relations, new hire/ on boarding process, workers compensation, performance management, and recognition programs

HR Assistant

American Corporate Security, Inc. - Long Beach, CA

We are seeking a qualified Human Resources Assistant to work in our Corporate Office located in Long Beach, CA. Our vision is to be recognized as the "Employer of Choice" in the markets that we serve. We treat our employees as clients, and provide them with the finest in benefit and compensation packages. This position is under the direct supervision of the Human Resources Director and is responsible providing administrative support on all personnel matters

HR Coordinator (bilingual in English/Cantonese)

Self-Help for the Elderly - San Francisco, CA

Come join the HR team at Self-Help for the Elderly! The HR Coordinator performs a variety of payroll & benefits functions and provides general administrative support to the HR Department. If you enjoy

working with seniors if you believe in giving back to the community if helping others makes you happy come join us in making a difference together!

HR Coordinator

Promises Treatment Centers - Culver City, CA

The HR Coordinator will assist the HR Manager for Southern California with the day-to-day administration of Human Resources activities related to policies and procedures, recruitment and staffing, employee relations, personnel administration and research, and general office administration.

HR Generalist

BSC Management, Inc. - West Los Angeles, CA

West LA association / conference management firm seeking HR Generalist

Human Resources Generalist

March Vision Care, Inc. - Los Angeles, CA

The Human Resources Generalist creates and leads Human Resources practices and objectives that will provide colleague-oriented, high performance culture that emphasizes empowerment, quality, productivity, collaboration, goal attainments, and the recruitment and ongoing development of an exceptional customer-focused organization.

HR Generalist

CBRE - Los Angeles, CA

CBRE Group is a Fortune 500 and S&P 500 company headquartered in Los Angeles, is the worlds largest commercial real estate services and investment firm. CBRE is currently seeking a HR Generalist w/ PHR for the downtown Los Angeles office. If you are interested in applying for this position please click on the link:

<https://myhcmcareers.cbre.com/psc/applicant/EMPLOYEE/HRMS/c/HRSHRAM.HRSCE.GBL?PageHRSC&OBDDL&ActionA&SiteId1&JobPostSeq1&JobOpeningId2012018478>

HR Generalist

March Vision Care, Inc. - Los Angeles, CA

The Human Resources Generalist creates and leads Human Resources practices and objectives that will provide colleague-oriented, high performance culture that emphasizes empowerment, quality, productivity, collaboration, goal attainments, and the recruitment and ongoing development of an exceptional customer-focused organization

HR Manager

Brandy Melville USA - Los Angeles, CA

Human Resource Manager for Brandy Melville - This position provides Human Resource support to the organization with regards to all aspects of HR. Areas of focus include employee relations and communications, recruiting activities, performance management, policy interpretation, leading change management initiatives, compensation administration, and training, labor relations, managing internal investigations and employee issues, and overall enforcement of Company values, HR policies and procedures

HR Manager

NuSil Technology LLC - Carpentaria, CA

The ideal candidate will be able to work within our current processes, manage day to day transactions and be supportive of the current staff while being instrumental in suggesting improvements. We are in the process of completing an implementation of a Ceridian HRIS, software solution and Success Factors performance management software. The successful candidate will have good systems experience

preferably with Ceridian products

HR Manager

Evolution Hospitality - Marina del Rey, CA

We're looking for a Human Resources Manager for Hotel MdR, a Doubletree by Hilton. This position is tailor-made for someone who is passionate about coaching the team, celebrating success, and fostering a culture that's positive and engaging for our associates. Our ideal candidate will have experience managing Human Resources as well as experience interacting with a full range of employees (hourly to senior level management). HR and/or training experience in the hospitality industry is a plus!

HR Manager

The SYGMA Network - Lancaster, CA

SYGMA has a career opportunity for a Human Resource Manager in our Lancaster California Distribution Center. The HR manager is responsible to oversee all HR generalist responsibilities within the Distribution Center, including employee relations, recruitment and retention, compensation, benefits, training, payroll, diversity, etc. Work as a strategic partner with line management to facilitate changes and work toward company goals through creative solutions

HR Training Manager - Bilingual (Spanish)

Western Growers - Irvine, CA

Western Growers celebrates more than 80 years of serving the fresh produce industry in California and Arizona. Our association members are the farmers who grow, pack and ship nearly one half of the nation's fresh vegetables, fruits and nuts. Some of the services we provide to our members include: health benefits, government relations, community relations, training, transportation claims and negotiations, legal and labor relations, financial services and retirement benefits.

Human Capital Business Partner

Trinet - Irvine, CA

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

Payroll - HR Specialist

Triumph Processing - Embee Division - Santa Ana, CA

Triumph Processing - Embee Division has been a leader in the metal finishing industry for over 60 years. Through the years, we have expanded our production area to include over 70 different processes in an effort to meet our customer's varying needs. Triumph Processing - Embee Division started as a single building and has since grown to 10 production buildings employing over 400 individuals. Our goal from the beginning has always been to provide the highest quality product in a timely manner.

Senior Benefits/HRIS Administrator

Pelican - Torrance, CA

We Build Careers As Strong As Our Products. Pelican Products is not only the global leader in the design and manufacture of advanced lighting systems and virtually indestructible cases for protecting valuable equipment---it's a great place to work. We're looking for team members who take pride in creating and manufacturing products that are preferred by professionals (including fire fighters, law enforcement and military personnel) who work in extreme environments across the globe.

Senior HR Manager

CBRE - Los Angeles, CA

CBRE Group is a Fortune 500 and S&P 500 company headquartered in Los Angeles, is the world's largest commercial real estate services and investment firm. CBRE is currently seeking a Sr. HR Manager for the downtown Los Angeles office. If you are interested in applying for this position please click on the link:<https://myhcmcareers.cbre.com/psc/applicant/EMPLOYEE/HRMS/c/HRSHRAM.HRSCE.GBL?PageHRSCEJOBCTL&ActionA&SiteId1&JobPostSeq1&JobOpeningId2012011324>

Staffing Manager

Shutters on the Beach - Santa Monica, CA

Shutters on the Beach and hotel Casa Del Mar, both Leading Hotels of the World, are looking for an experienced Staffing Manager to join their Human Resources Department. Some of the duties include assisting in developing and administering strategy for identifying and recruiting potential hires, ensuring all positions are posted prior to outside advertising, acting as liaison to employment agencies, conducting preliminary interviews / phone screens of qualified candidate...

Vice President HR

Goodwill Industries of the Greater East Bay - Oakland, CA

We are seeking a Vice President Human Resources to lead our team. Goodwill Industries of the Greater East Bay provides disadvantaged and disabled people work experience, life skills and skill training to achieve self-sufficiency in their lives through Work. We do this by focusing our business opportunities on providing training opportunities and by operating financially sound community based businesses that provide vital vocational services to our community. .



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 Assistant in Torrance CA

Industry: Manufacturing

\$20-22 hourly- Bilingual Spanish a must

Benefits Administrator-75k

Full Comprehensive Benefit Package, annual bonuses

Cindy Belicka, CB & ASSOCIATES INC.
310-374-2856 phone or 509-694-5981 fax
cbelicka@aol.com www.cbrecruiters.com

HR Manager

Summary:

Responsibilities include providing guidance to management and staff on all aspects of HR, including recruiting, benefits, succession planning, retention, compensation, company policies, workforce planning, and other HR related matters. Development of strategy to comply with policy, implement plans related to strategy and recommend policy changes. Acts as business partner with General Manager of the division.

Dimensions:

- HR Support to one (1) key officer and his direct reports
- 60 Employees in one location
- Additional contract employees

Education/Equivalent:

- Bachelors Degree in Human Resources or related field or equivalent work experience
- MS preferred. SPHR or PHR also preferred.

Work Experience Needed:

- 5 to 7 years experience in human resources with four or more years in HR as a generalist and with the proven ability to adapt and implement broader organization policies.
- Strong recruiting skills and ability to build agency relationships

Special Skills/Abilities Needed:

- Superior interpersonal and communication skills and the ability to develop and maintain good working relationships with all employees.
 - Excellent management, organizational, presentation, and negotiating skills are also required.
 - Must be able to deal effectively with all levels of staff, management and on site clients.
 - Must possess superior organizational skills and be able to prioritize and work simultaneously on several projects.
 - Ability to operate within a team work environment.
 - Ability to shift priorities and effectively perform under pressure. The candidate must be able to work extended hours when necessary to meet deadlines.
 - Willingness to take strong positions, even if they are not popular.
 - Nature & Scope-Principal Areas of Responsibilities:
 - Responsible for communication and compliance with all company policies. Recommends changes to HR related policies according to knowledge of company objectives and government regulations.
 - Handles employee relation issues including investigations and complaints. Works with manager and employee to bring to resolution and take any disciplinary action as necessary.
 - In conjunction with management, develop succession plans and strategies within divisions.
 - Develop organizational designs to promote efficiencies and provide leadership opportunities
 - Provide Human Resource expertise to management in all matters pertaining to optimizing the relationship with employees
 - Ensure all positions are filled successfully and timely and maintain strong agency relationships to ensure contract employees openings are filled.
 - Assures implementation and administration of compensation programs including annual bonus and merit increase programs.
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- Coordinate the creation of employee development plans and Performance Improvement Plans. Develop Strategies from gap analysis for 'personal development plans'
 - Assist in the administration of compensation programs including STIP and salary adjustment programs (i.e. position in range adjustments).
 - Coordinates training with corporate Learning and Development group. May plan, implement, and oversee training programs for all levels of employees at specialized Region location after review with corporate learning and development.
 - Assist in preparation of budget and workforce planning and action planning on survey results.
 - Provides guidance for new employee hires, promotions, discharges, or transfers.
 - Provide assistance to employees for benefit related issues. Participates and facilitates corporate annual open enrollment programs locally with the support of Corporate Benefits Department and the HRESC.
 - Completes special projects as assigned

This position description is intended for the purpose of position evaluation and salary positioning and is not a contract setting forth the full scope of employment. The employer retains the right to deviate from the description at its discretion, without notice.

CONTACT: LAUREN GODES 914-232-4757 LAUREN@LGODES.COM

Director of HR (San Clemente)

The corporate office for a chain of 80 retail jewelry stores has an opening for a Director of Human Resources. The Director of Human Resources will manage the HR functions of the organization including compliance, leadership development, performance management, hiring, termination, employee relations, etc. and report directly to the CFO.

The Director position is full-time and requires a minimum of 5 years of experience in a HR leadership role. The Director supervises the HR staff of 7 employees, and oversees all HR functions for 500+ employees.

Summary of Responsibilities

Responsibilities and essential job functions include, but are not limited to the following:

- Partner with the management to provide support strategic guidance to upper management for all human resources, benefits, and employment questions.
 - Analysis and monitor HR policy to ensure legal compliance and implementing of all applicable human resource federal and state requirements
 - Manage employee relations resolving questions and concerns, conducting investigations and making recommendations for effective resolution
 - Oversee recruiting process including posting ads, conducting phone interviews, coordinating interview schedules, following-up with candidates and assisting managers
 - Oversee new employee "on boarding" including conducting new hire orientation, review, verify and process all new hire paperwork and coordinate benefit enrollment information
 - Maintain and update job requirements and job descriptions for all positions
 - Administer performance management and improvement systems including facilitation of workshops for managers
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- Oversee the management of leaves of absence including PDL, FMLA/CFRA, PFL and ensures timely notification and compliance with policies and laws
 - Maintain employee benefits programs and informs employees of benefits
 - Manage open enrollment process including evaluating current health plans, working with broker to obtain new plan bids, work closely with CFO to evaluate pricing and options, coordinate and attend open enrollment meetings, process all employee paperwork
 - Oversee the coordination of workers' compensation process and maintaining documentation and follow-up with insurance carrier
 - Update policies as necessary and trains managers on legal changes that affect the workforce
 - Oversee the maintenance and destruction of human resource records by designing a filing and retrieval system; keeping past and current records
 - Coordinate and schedules ongoing management training for legal compliance and development

Skills

- Good working knowledge of California employment laws and the ability to interpret them
- Good communication and presentation skills
- Bilingual (English/Spanish), preferred, not required
- Ability to effectively present information and respond to questions from management, and employees
- Able to communicate difficult information in a way that preserves dignity and respect for individuals
- High level of interpersonal skills, integrity and the ability to keep information confidential
- Able to assess future opportunities and challenges
- High level of attention to detail and the ability to manage multiple priorities with competing deadlines
- Ability to work independently
- Proficiency in Microsoft Office and internet research
- Ability to write reports, business correspondence, and procedure manuals

Education/Experience

- 5 years of related experience in a similar role
- A Bachelor's Degree in a related field preferred or equivalent work experience

If you are interested in this exciting opportunity, send email resume and salary requirements.

The Company is an Equal Opportunity Employer.

jdtpc-4075778351@job.craigslist.org

Our firm is looking for a part-time (15-20 hours per week) **Payroll Administrator**. This person would be responsible for processing payroll for 60 exempt employees and 100 non-exempt employees. Please email me if you know of anyone interested in this type of position.

Won Me Park | Director of Human Resources & Attorney Recruiting | Mitchell Silberberg & Knupp LLP |
11377 West Olympic Boulevard | Los Angeles, CA 90064 | T 310.914.7974 | F 310.231.8368 |

HR Coordinator

Company: TTM Technologies

Location: Santa Ana, CA

Description:

TTM is seeking a HR Coordinator to join the North America Business Unit (NABU) team in Costa Mesa.

Key position functions include:

- Coordinating training program communication, documentation, and reporting for entire North America Business Unit.
- Assisting HR Management team with administrative duties.
- Primary contact for managing daily HRIS data entry, timekeeping, problem solving, and...

Read full description and apply at <http://hrnewswatch.jobcoin.com/jobs/show/3245124-hr-coordinator>

HR Manager

West Coast Dental in West Los Angeles, CA

About us:

West Coast Dental is a group of dental practices that was established in 1991 to provide comprehensive dental care to patients throughout Southern California. All West Coast Dental offices pride themselves on satisfying patient needs, providing high quality general and specialty dental services, and offering patient comfort that is second to none.

If you are looking for a fun and rewarding career, you have come to the right place. We offer employment opportunities that promote professional, personal, and financial growth. We work extremely hard to provide our employees with continuous professional development and a supportive work environment. Competitive wages, great benefits, and opportunities for advancement are just a few reasons why a career with us is an investment in your future; make West Coast Dental Group your employer of choice.

- Assess dental office human resources needs; provide support to dental teams by providing on-the-spot feedback to managers
 - Oversee the administration of benefits, leaves of absence, workers' compensation, performance reviews, and any other employee programs
 - Develop and facilitate HR training programs
 - Develop, implement, and apply company programs, policies, procedures, employee on-boarding and best practices in accordance with all applicable laws
 - Develop and implement strategies and initiatives to meet the company's business objectives and ensure the company's continued growth
 - Handle employee issues in a consistent, legally sound manner; work with managers and employees to address, and successfully resolve, all such issues as well as recommending and
-

documenting disciplinary decisions.

- Serve as an ambassador of culture for the company
- Maintain records and compile statistical reports concerning personnel related data such as hires, transfers, performance appraisals, turnover, and other HR metrics and make recommendations for improvement
- Risk manage workers' compensation process up to and including running the Safety Committee, managing the return to work program, create safety plan
- Investigate and document with diligence all site incidents, accidents, and complaints
- Must ensure activities are in compliance with all state and federal employment laws and regulations (e.g., FMLA, ADA, EEO and FLSA).
- Represent organization at personnel-related hearings and investigations
- Travel to other locations required
- Intermediate to advanced expertise with Microsoft Office Suite (Word, Excel, Power-Point)
- Bachelors' degree in Business Administration, Human Resources, or a related field
- Three years' of Human Resource knowledge/experience in the areas of Employee Relations, EEOC, Compensation, Benefits, Staffing, and Organizational Effectiveness

Interested candidates should submit their resume to Sue Smith at ssmith@westcoastdental.com

Los Angeles Superior Court

SALARY

\$4,520.73 - \$5,615.82 Monthly

OPENING DATE: 09/10/13

CLOSING DATE: Continuous

THE POSITION

Only Online Applications Will Be Accepted

INCOMPLETE APPLICATIONS WILL BE REJECTED

This position may close at any time based on needs of the Court.

Applicants are encouraged to apply promptly.

The Superior Court of California, County of Los Angeles is seeking a well-qualified and highly motivated individual to fill the position of **Human Resources Analyst**.

General Purpose

Under general supervision performs a variety of entry to journey-level professional and analytical activities in support of the human resource administration in assigned areas of functional responsibility.

Distinguishing Characteristics

Human Resources Analyst is the entry-level class in the professional human resource management series.

Initially, incumbents perform professional assignments in one or more human resource program areas while learning Court policies and procedures and specific techniques and legal requirements related to the human resource administration. As experience is gained, duties are performed with a significant degree of independence under general supervision. Incumbents are expected to carry out their responsibilities with initiative and creativity, exercising sound professional judgment and problem-solving skills.

Human Resources Analyst is distinguished from Senior Human Resources Analyst in that incumbents in the latter class perform more complex work requiring broader professional knowledge gained through continuing professional development and experience.

EXAMPLES OF ESSENTIAL DUTIES, RESPONSIBILITIES, AND SKILLS

The following examples are intended to describe the general nature and level of work performed by personnel assigned to this classification. Any one position in this class may not perform all the duties listed below, nor are the duties described intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

1. Plans and implements standard recruitment and selection activities for assigned classes; confers with hiring authorities on job demands; conducts job analyses to identify essential job functions and associated knowledge, skills and abilities; develops and administers job-related selection procedures, including but not limited to application reviews, written and performance tests and interviews; drafts and executes examination plans according to management needs; develops job announcements, advertisements, bulletins and other recruitment materials; attends job fairs; screens applications for qualifications; schedules, coordinates and administers examinations; scores and analyzes test results; reviews and analyzes examination results for consistency, accuracy and trends; requests background and reference checks; ensures that all phases of recruitment and selection comply with applicable federal, state and local laws, regulations and guidelines; makes job offers to successful candidates; responds to applicant and candidate questions and concerns; generates notices to applicants and candidates.
2. Conducts position classification studies; audits and prepares new or modified job analysis documents and class specifications; recommends the classification of new or modified positions; conducts surveys and studies regarding compensation and other human resource administrative issues; performs analyses and makes recommendations on salary or benefit program changes; investigates and makes recommendations for additional responsibility and out-of-class bonus requests; attends and gives input at various meetings on classification matters; responds to classification, compensation and benefits surveys from other organizations.
3. Interprets and explains policies, procedures and regulations to management, staff and the public in assigned areas of responsibility.
4. Provides assistance to management and staff on worker's compensation claims; monitors worker's compensation claims; works with third party administrators and counsel; attends workers' compensation hearings; conducts interactive meetings with employee and management.
5. Performs benefits administration activities for judicial officers, including judges, commissioners,

referees and hearing officers; explains state and county benefits during judicial officer orientation; coordinates the delivery of judicial officer benefits plans and services with multiple state and County agencies; coordinates communication of plan provisions and administration provisions; coordinates open enrollment for judicial officers; processes benefit enrollment and status change documents; advises and assists judicial officers on benefits options; acts as liaison with county and state agencies and benefits carriers to resolve benefits problems and issues; prepares analytical reports regarding judicial officer benefits, status, assignment locations and other data; provides advice and assistance on long-term care insurance and acts as Court liaison to agencies that provide long-term care insurance policies; reconciles benefits billing statements to ensure accounts have been correctly paid.

Other Duties

1. Prepares and maintains specialized and confidential personnel files and records; enters, updates and maintains employee information in CWTAPPS; processes personnel actions, including new employees, terminations, job changes, demotions and bonuses; creates and maintains ad hoc reports.
2. Reviews and ensures performance evaluations are in compliance with policies; enters performance ratings in database.
3. Provides training and guidance to new employees and temporary workers; trains staff on use of the applicant tracking systems (TRAC and NEOGOV).
4. Provides training and guidance to new department employees and temporary workers.
5. Acts as a human resources representative for assigned districts.
6. Performs a variety of special research and analysis projects.
7. Participates on various human resource committees.
8. Performs other court-related duties as assigned.

Knowledge of:

1. Principles, practices and techniques of public personnel administration, including recruitment, testing and selection, classification and job analysis/evaluation, workers' compensation and employee relations.
2. Federal, state and local laws, regulations and court decisions applicable to the administration of human resource programs and employee relations practices.
3. General organization and functions of a public agency human resources department.
4. Benefits programs, provisions and options.
5. Research methods and data analysis techniques.
6. Operations and requirements of the payroll system and payroll terminology.
7. Principles and practices of public administration, including maintenance of public records.
8. Principles and practices of sound business communication.
9. Correct English usage, including spelling, grammar and punctuation.
10. Operation of standard business computer software.
11. Human resources policies and labor contract provisions.

Ability to:

1. Gather relevant data, analyze problems, evaluate alternatives and make appropriate
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- recommendations.
2. Understand, interpret, explain and apply human resource rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.
 3. Exercise independent judgment and initiative within established guidelines.
 4. Present recommendations clearly and logically.
 5. Prepare clear, concise, accurate and persuasive reports, correspondence and other written materials.
 6. Prepare and maintain accurate and complete specialized records and files.
 7. Operate a computer using word processing and other business software and other standard office equipment.
 8. Communicate effectively in English.
 9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resources issues and employee situations.
 10. Understand and follow oral and written instructions.
 11. Carry out duties in accordance with policy, procedure and delegated authority.
 12. Maintain confidentiality of documents and records.
 13. Establish and maintain effective working relationships with judicial officers, Court and County employees, members of the public and others encountered in the course of work.

QUALIFICATIONS

Selection Requirements:

To qualify, applicant must meet one of the following options:

Option I: Two years of recent, full-time experience at the level of a Superior Court of California, County of Los Angeles Human Resources Technician working for the Superior Court of California, County of Los Angeles or County of Los Angeles.

Option II: Graduation from an accredited four-year college or university with a major in human resources, business administration, public administration, management, or a closely related field. **-AND-** Two years of recent, full-time experience performing responsible technical human resources functions in a human resources office at the level of a Superior Court of California, County of Los Angeles Human Resources Technician*.

***NOTE:** Experience at the level of Superior Court of California, County of Los Angeles Human Resources Technician is defined as performing work in a comparable class with the same level of responsibility and requiring the same knowledge, skills and abilities.

Applicants who are not Court employees must demonstrate on their application materials that they are performing at the designated level.

No out-of-class experience will be accepted.

Degree Verification for Option II:

A legible copy of your diploma **-OR-** original official transcripts with the degree posted from the college or university is required by the time of appointment. Documentation may be submitted as follows:

- As an attachment to your online application. Attachment must be in Microsoft Word or PDF format and should not exceed 5 MB; or,
- In person or by mail to the Human Resources Administration office located at 111 N. Hill Street Room 203, Los Angeles, CA 90012. Please include your first and last name and the examination title on the documentation. Facsimile copies and postmarks will not be accepted.

The Superior Court of California, County of Los Angeles, reserves the right to verify documentation at the time of appointment.

Accredited institutions are those listed in the publication of regional, national or international accrediting agencies which are accepted by the Superior Court of California, County of Los Angeles. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from the United States accredited institutions by an academic credential evaluation agency recognized by the National Association of Credential Evaluations Services and Association of International Credential Evaluators. Inc.

Licenses; Certificates; Special Requirements

A valid California Class C Driver's License and the ability to use private transportation, properly insured, to travel throughout Los Angeles County.

DESIRABLE QUALIFICATIONS

- Experience in a public agency is preferred.
- Ability to interpret and explain policies, procedures, and benefits to other employees and the general public.
- Proficiency in Los Angeles County's Human Resource and Payroll Management System (e-HR), NEOGOV system, and Microsoft Office applications including Excel and forms.
- Skill in organizing resources and establishing priorities.
- Ability to effectively and efficiently handle multiple, simultaneous, and complex tasks and projects in a fast paced environment.
- Ability to use independent judgment to deal with confidential and sensitive matters.
- Ability to adapt to new and/or changed assignments and circumstances with short notice.
- Strong business writing and oral communication skills.
- Strong math and accuracy skills.
- Strong interpersonal skills.

EXAMINATION INFORMATION

Part I: Qualifying evaluation of education, training and experience based upon submitted application materials and supplemental questionnaire.

You must list and describe your experience separately by each PAYROLL TITLE. Specify the beginning and ending dates for each job. Do not group your experience.

The applicants with the highest qualifications as determined by this evaluation process will be invited to participate in the examination process.

Part II: Written exam, weighted 60%, covering analytical reasoning/problem solving, math and statistics, written communication and interpersonal skills.

Part III: Oral interview, weighted 40%, covering education, experience, and general ability to perform the duties of the position.

ALL NOTIFICATIONS WILL BE SENT VIA EMAIL.

Please add info@governmentjobs.com to your address book to avoid emails being filtered to Spam mail.

Questions regarding this posting may be emailed to rmurillo2@lasuperiorcourt.org

HR Technician

City of Downey, CA - Downey, CA

Full-time, Part-time, Temporary

This recruitment is to establish an Eligible List for the full-time position of Human Resources Technician. An Eligible List is generally in effect for one year, unless exhausted sooner. The established List will also be used for temporary/part-time appointments. Temporary/part-time work is limited to twenty-four (24) hours per week, Monday through Friday. Please Note: There is no full-time vacancy at this time. The immediate need is for temporary/part-time employment only. Placement in a temporary/part-time capacity does not guarantee full-time employment.

Under general supervision, performs a variety of responsible administrative, technical, and confidential office support duties in any one or more of the following functional areas of human resources: recruitment, new employee processing and orientation, benefits administration, workers' compensation, employee training and development, and records maintenance and retention.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The following examples are intended to describe the general nature and level of work performed by the position.

- Prepare and assist in the recruitment, testing, and selection of employees, including proctoring examinations, ordering, and scoring written examinations, posting job announcements, coordinating recruitment processes including meeting with hiring supervisors to establish recruitment timelines.
 - Provide general information to employees and external customers on the telephone or at the public counter on open positions, employment application procedures, employee benefits, and other human resources administration practices.
 - Prepare and update information in personnel database such as personnel status changes and performance evaluation records.
 - Conduct new employee orientations including explaining and providing information regarding benefits enrollment and City policies and procedures.
 - Obtain and verify employee information for payroll and coordinate the preparation of the employee personnel and medical files.
 - Assists in the administration of the workers' compensation program by coordinating the receipt and transmission of employee injury reports and medical evaluation and status reports. Communicate with injured worker, supervisor, the City's third party administrator, and medical care providers to facilitate medical treatment and return to duty.
 - Assist the Human Resources Director and Senior Personnel Analyst in the planning and
-

preparation of surveys, studies, human resources program activities; perform data collection; prepare draft reports and other written communication as assigned; make recommendations on human resources office procedures; and perform specialized projects as assigned.

- Maintain and retain a variety of records (electronic and hard copy) files, logs, and reports related to departmental operations and activities.
- Prepare letters, memorandums, and reports. Proofread and correct prepared material for completeness, spelling, grammatical and punctuation accuracy.

QUALIFICATIONS:

Any combination of education, training, and work experience to demonstrate possession of the knowledge, skills, and abilities to successfully perform in the position is qualifying. A desired combination is as follows:

Education: High school graduate or equivalent AND recently completed college level coursework from an accredited college or university in human resources, public administration or business administration. An AA degree or Human Resources Certificate from a college extension program is highly desired.

Experience: Four (4) years of full-time experience performing responsible clerical and administrative support duties in a human resources office. Public sector human resources office experience is most desired.

Knowledge of: Personnel management principles, practices, and procedures for a municipal agency related to recruitment and selection; classification and compensation; workers' compensation administration; employee benefits administration, including leave entitlement; records management and retention; employee status changes; modern human resources office practices and procedures and operation of office equipment including a desktop computer using Microsoft Word, Excel, PowerPoint, and Outlook with acceptable proficiency; correct English usage including grammar, spelling, and punctuation; effective customer service techniques and practices both over the phone and in person; Federal and State employment laws as related to the public sector; and, recordkeeping principles and procedures.

Ability to: Learn, apply, and explain policies, procedures, and practices of Downey personnel administration; work with a professional demeanor and an appropriate sense of urgency; perform complete and thorough work; review detailed personnel documents and employee forms for completeness and accuracy; plan effective recruitment, testing, and selection practices; perform technical human resources support work including the preparation of reports and spreadsheets utilizing a personal computer or specialized human resources software and databases; operate modern office equipment including a personal computer and related software; perform technical, clerical and administrative support work with accuracy and speed; maintain confidentiality requiring the use of tact and discretion; prepare clear and concise reports, correspondence, and other written materials; effectively organize work and meet critical time deadlines; be proactive when appropriate situations arise; effectively multi-task and prioritize responses to multiple requests for information and other requests for service from departments and employees received over the telephone and in person; establish and maintain effective and cooperative working relationships with those contacted in the course of the work; handle difficult situations in a controlled manner using reasonable judgment and approach; respond well to supervision and training; communicate effectively both verbally and in writing; and meet attendance and reliability standards of the department.

Ability to keyboard at the rate of sixty (60) words per minute (wpm) net to effectively perform the duties of the position is preferred. Possession of the desired work experience may be a factor in the acceptance of a lower keyboarding rate. Submission of a typing certificate with the online employment application is required.

ADDITIONAL INFORMATION:

License Requirement: Due to the performance of field duties which may require operation of a City or personal vehicle, an acceptable driving record and a California Class C Driver's License is required or the ability to utilize an alternative method of transportation to carry out the essential functions of the position.

Physical Tasks and Environmental Conditions: The duties and responsibilities of this position are performed in an office environment and involve sitting, standing, and walking for prolonged or intermittent periods of time, and include reaching above and below shoulder level, bending, stooping, and twisting at the waist to perform desk work, file maintenance, and operate general office equipment, including a personal computer with keyboard for prolonged or intermittent periods of time. The operation of a personal computer requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch and glare from the computer. Employee must be able to safely lift and carry books, files, and reports weighing up to 25 pounds.

Application Procedure: All application materials received will be reviewed and evaluated on the basis of information submitted to determine the level and scope of the candidate's qualifications for the position. All information provided by applicants is subject to verification. The acceptance of an employment application depends upon whether or not an applicant has provided clear and complete information that demonstrates meeting the desired qualifications for the position. For consideration, application materials submitted must consist of the online employment application and supplemental questionnaire and a typing certificate that is current within twenty-four (24) months from date of application with the City of Downey. A current resume may be submitted but will not be considered in lieu of the completed online application and supplemental questionnaire. An application deemed incomplete will be rejected from consideration.

Selection Testing: Those applicants who most closely meet the desired qualifications will be invited to participate in selection testing. Selection testing may consist of performance testing and/or an oral interview before a panel of subject matter experts to assess the applicant's knowledge, education, training and experience, and general ability to perform the essential functions of the position.

Candidate(s) who complete selection testing with acceptable results will be placed on an Eligible List for consideration by the Department hiring authority. Prior to an employment offer a comprehensive background check is conducted, including fingerprinting. A pre-placement medical exam including a drug screen is required after the issuance of a conditional offer of employment.

City of Downey, CA - 3 days ago - save job - block

Temp P/T

\$19.29 - \$23.89 Hourly

\$3,342.91 - \$4,141.28 Monthly

<http://agency.governmentjobs.com/citydowney/default.cfm?action=viewJob&jobID=723153>

HR Manager

Fox Latin American Channels - Beverly Hills, CA (also supporting Florida & New York)

WORK OBJECTIVE:

Provide strategic HR Business Partner and consultative services to business leaders enabling them to make informed business decisions. Aid in the development and execution of HR initiatives, activities, policies, and procedures including: managing deadlines, administering resources/materials, internal and external communication, and final deliverables.

ESSENTIAL FUNCTIONS:**Strategic HR (50% of time)**

- Lead recruitment and induction.
- Act as Business Partner for attracting, developing and retaining diverse talent in the organization.
- Drive performance and talent management processes/procedures. .
- Coordinate regional HR communications.
- Provide coaching for managers on employee development and training plans.

Administration (50% of time)

- Maintain personnel files/records; keep past and current records.
- Maintain Employment Verifications (I9).
- Coordinate relocations, temporary housing and Visa process.
- Maintain and communicate employee benefits programs.
- Ensure legal compliance by updating applicable State & Federal Law requirements; conduct investigations; maintain records; represent the organization at hearings.
- Prepare annual bonus recommendations, gather data and coordinate with Finance on forecast.

MINIMUM QUALIFICATIONS & DESIRED SKILLS:

- Bachelor's degree in business, human resources management or related field; supplemented by five or more years of progressively related experience.
- Experience in developing and executing HR plans and programs and training in general HR topics including benefits, compliance, and legal considerations for recruiting/reporting purposes preferred; or an equivalent combination of education, certification, training, and/or experience.
- Bilingual English/Spanish a plus.
- Ability to travel at least quarterly.
- Member of SHRM or PIHRA; PHR certification desired.

http://www.linkedin.com/jobs2/view/7331825?trk=eml-anet_dig-b_premjb-ttl-cn

HR Director – Gateways Hospital and Mental Health Center

Summary:

The Human Resources Director will work closely with Hospital Management on all HR Functions. This includes but is not limited to:

- Create, update and implement HR policies and procedures;
 - Recruiting, on-boarding and wage management;
-

- Ensure consistent adherence to American Osteopathic Association (AOA) and Health Care Facilities Accreditation Program (HFAP) and practices for human resources management;
- Provide labor relations and Labor Contract interpretation support;
- Grievance support and participation;
- Act as administrative designee for contract negotiation, bargaining and union-related activities;
- Investigate harassment complaints and work with department directors to resolve conflicts;
- Coach and mentor Human Resources Staff;
- Fiscal management of the HR Budget;
- Compensation management including market research.

Requirements:

- At least 2 years as a high functioning human resources manager, preferably director;
- Two years as a human resources generalist;
- Two years operational experience managing line and staff positions;
- Bachelor's degree in Human Resources, a Human Resources Management Certificate or equivalent experience.

Essential Skills:

- Excellent written and verbal communication skills;
- Working knowledge of state and federal employment laws;
- Excellent organizational skills and ability to manage competing priorities;
- Demonstrated leadership skills and administrative abilities necessary to direct department operations.

Supervised by: The Chief Executive Officer
 Supervises: Three HR Employees and one Hospital Receptionist
 Contact: Jeannine Coatsworth (323) 644-2000 x276 or (818) 207-2265
jcoatsworth@gatewayshospital.org

Payroll Administrator

Fullscreen Inc., in Culver City has an immediate need for a motivated and bright individual to provide perform the payroll, commission, and expense reimbursement functions of our high growth digital media company. The ideal candidate will be a high-achiever who seeks the opportunity to grow with an exciting and fast-moving start-up.

Primary responsibilities of the role:

Process twice-monthly, multi-state payroll including time-tracking by class & client
 Remit bi-monthly payroll taxes; file quarterly & annual multi-state payroll tax filings, and W-2s.
 Manually calculate commissions, submit for approval, and process payment
 Track, enter, and maintain deductions for benefits, PTO, etc.
 Set up, manage, and process time allocations.
 Process employee reimbursements

Requirements:

BA in Accounting, Business Admin, or similar

A minimum of 3+ years accounting experience including payroll processing for multi-state company with more than 250 employees.

Advanced knowledge of Intuit/Quickbooks including Basic Payroll (multi-state)

Familiarity with establishing and overseeing benefit accrual system

Hands on and working knowledge of deductions, wage garnishments, insurance deductions, 401K withholding, etc.

Excellent ability to multi-task and prioritize in a busy, fast growth environment

Flexibility and willingness to work closely and learn within a team environment

Strong predisposition to support and service of management and employees at all levels

Must be able to handle all matters in a tactful, diplomatic, and confidential manner

Must have excellent math skills and be able to calculate manual payroll

Must have advance excel skills: experience with creating formulas and using pivot tables

Exceptional attention to detail

This role will report to the Vice President of Finance

About Fullscreen, Inc.

Fullscreen is a next-generation media company that offers innovative technology and premium services for content creators and the world's leading brands to thrive on YouTube. Fullscreen's global network has over 15,000 channels, generating over 2.5 billion monthly video views and reaching over 200 million subscribers. Fullscreen was founded in January 2011 by CEO George Strompolos, a co-creator of the YouTube Partner Program. Fullscreen is headquartered in Culver City, California. (www.fullscreen.net)

To Apply:

Please contact Carla Jordan at 310-850-3587 or carla@fullscreen.net

HR Analyst

General Summary:

In a collaborative team environment the HR ANALYST will lead a team of 2 to ensure that the overall function(s) of the Human Resources department are meeting expectations. Assists the HR Manager in leading the HR team and in rolling out exiting and new projects as needed throughout the year. Acts as the point of contact for the department in the absence of the HR Manager.

Essential Functions include, but are not limited to the following:*

- Evaluates, manages the HR Assistant, HR Benefits and Credentials Coordinator, and the Office Services Clerk to ensure that all facets of their position are being met and internal procedures are being adhered to.
 - Collaborates with and makes recommendations to the HR Manager and Director in the areas of employee classification, personnel policies, benefits, office needs where procedural improvements are needed.
 - Acts as first line for Lead Teachers on employee relations and regulatory compliance.
 - Working with the HR Manager, act as a consultant to the leadership team. Giving technical advice and coaching members of the leadership team in HR structure, process, and staffing to improve and promote a healthy and happy workforce.
 - Liaise and collaborate with all departments to provide excellent customer service to all
-

employees and clients.

- Ensures the quality and timeliness of all reporting due to the state and other departments including but not limited to SARC, CALPADS, EEOC reports, Census Surveys, OSHA reporting, and others required by state, federal law.
- Maintain and is responsible for annual review & incentive structure(s), job documentation, and job evaluations systems.
- Oversee all company On-Boardings.
- Perform specific research/investigation into operational issues as needed.
- Administrative Projects as Assigned.

Knowledge, Skills and Abilities Required:

- Proficient knowledge of MS Office (Outlook, Word, Excel, Power Point) and HRIS database(s).
- Ability to create and evaluate reports from HRIS database as well as provide pertinent findings as needed.
- Ability to communicate with employees, colleagues, and all levels of management in a courteous and professional manner.
- Strong analytical, organizational, management and leadership skills with an attention to detail.
- Ability to provide constructive and candid feedback about employee performance as necessary.
- Ability to work independently and coordinate multiple large-scale projects simultaneously with minimal supervision through multi-tasking and prioritization.
- Ability to exercise reasonable judgment and maintain confidentiality.
- If not listed, most, if not all, of the skills and abilities required for positions supervised.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be able to travel up to 25% of the time.

Knowledge, Skills and Abilities Preferred:

- Strong knowledge of human resources practices and procedures.
- Excellent oral and written communication skills.
- Experience with ADP HRIS systems is a plus!

Education and Experience:

- High school diploma or its equivalent. College degree and or PHR certificate preferred.
- Minimum 6 years of experience in an administrative capacity with at least half of those years showing progressive experience in the Human Resources field.

*The specific statements shown in each section of this description are not intended to be all inclusive. They describe the general nature and level of work being performed and/or represent typical elements and criteria considered necessary to successfully perform the job. The Company retains the discretion to add to or change the duties of the position at any time.

Please paste your resume in the body of the email AND
attach a copy of your resume in WORD or PDF format to bkapanpour@ofy.org.

Please visit our website for more info: www.ofy.org

Training & Development Manager

Training & Development Manager with at least 7 years' experience with sales teams specifically in a retail market. The starting pay for the position is 100 K (LA).

Don N.Stansbury, Executive Search Consultant
1925 Century Park East, Suite 750 Los Angeles, CA 90067
Direct:(310) 595-2613 Main: (310) 275-2920
Email: Dstansbury@lucasegroup.com

HR Director for a Division of a Fortune 100 Corporation
Location: Southern, CA

Brief overview

Provides the support to GM for the business.

- 400 people at the site, 200 contractors, division HQ and manufacturing.
- Sit on Division board
- Provides leadership, coaching to the GM and is a direct report to Sr Dir HR who is located at corporate
- Must be a strong leader, ability to work autonomously (Sr Dir is on east coast).
- High interaction with Division GM, leadership and coaching, being a true business partner. Create attraction and retention strategies, Credo results, partnering with GM to align the business.
- Learning with People strategy for consumer HR,
- Strong in Talent Management, pay for performance philosophy, understanding of how our comp systems work, etc
- Strong understanding of labor relations law
- Understanding CA employment law

Position Qualifications

- Bachelor's Degree required, Advanced Degree Preferred
- Minimum of 8 years related HR experience and at least 5 years of progressive HR Management experience required.
- Prefer candidates with HR experience in a manufacturing environment.

Position pays in the 160-200k + bonus + LTI's

Dick Gast 949-472-1130
President Richard Gast & Associates LTD
email dick@rgaltd.com

HR Generalist

Job Description and Qualifications.

Responsible for the day to day administration of human resources programs for a specific group or segment within our Southwest Division. Some of the work will be transactional based and some of it will be project orientated. Will work on complex professional level Human Resources activities in functions such as Staffing, Compensation, Benefits, Training, Employee Relations and related areas. Provides advice and guidance on the interpretation of personnel policies as they relate to individuals and to company objectives. The next career step for this family is HR Manager.

- Bachelor's Degree or equivalent experience
- SHRM certification preferred
- Typically has 2-4 years of Human Resource Generalist experience
- Understands fundamental concepts, practices and procedures across multiple HR disciplines, including employee relations, staffing, compensations & benefits, talent and performance management
- Ability to tailor interaction and communication to all employee levels
- Excellent verbal and written communication skills
- Strong organizational skills with the ability to multi task, prioritize and work under pressure
- Excellent problem solving, independent decision making and analytical skills
- Knowledge of Federal and State HR related laws
- Proficient with Microsoft Office

www.firstam.com/careers - Req 26028BR

Director of HR (Los Angeles, CA)

The executive recruiting firm of Bond & Associates has been exclusively retained to search for a Director/Head of Human Resources position. Our client is a \$20M manufacturing company doing business domestically and internationally.

Job Summary:

This position is the subject matter expert for all HR responsibilities/issues and is an individual contributor (utilizes internal resources). Will report directly to the CEO as a key member of the Executive Management Team and will be integral in helping to grow and develop talent at all levels. This individual will lead the development and influence of Human Resources and its impact on the business. He/she will be a trustworthy, even-tempered, hands-on HR professional responsible for bringing innovative ideas to the traditional HR functions including recruiting, on-boarding, employee relations, benefits, performance management, workers comp, safety, training and team building.

Professional Experience / Qualifications:

6+ years of related and progressive HR generalist experience preferably within a manufacturing and multi-site environment. Bachelor's degree in Human Resources or related field required. Advanced degree or MBA a plus.

Compensation:

\$90,000 to \$100,000 base plus bonus and equity as well as benefits package.

Please email your resume with current compensation information to cindy@bond-associates.net

Marketing Coordinator

Description:

The marketing coordinator is responsible for the planning, scheduling, coordinating and executing of all promotional events between vendors, brokers, customers and sales representatives, including yearly events such as the Vendor Breakfast, Lunch with the President, and Golf Tournament; as well as monthly customer/vendor product demonstrations and monthly sales meetings. Coordinates all vendor promotional events and activities to creatively motivate customers to buy products from vendors we support, through promotions, shows, and flyers. Assist the sales force by creating communications and coordinating activities to help sell products. Provide added value to our customers by assisting them in developing their marketing programs through social media, such as Facebook, twitter and yelp.

Duties:

- Create an annual marketing plan
- Create an annual marketing Calendar
- Vendor and customer events
- Annual golf tournament
- Negotiate with vendors for promotional fees over and above marketing plan revenues
- Track marketing receivables and manage collections
- DSR promotions – Plan, track, payout, and report
- Assist DSR's with providing product samples
- Process District Sales Rep product sample requests
- Work with sales department and support their efforts
- Assist with website maintenance
- Work with customers to develop social media marketing efforts
- Monitor Vendor performance
- Maintain product catalogue and point of sale sheets
- Coordinate arrangements with suppliers.
- Help identify and target sales opportunities
- Maintain good vendor relations
- Assist the purchasing department as requested

Qualifications:

- Due to the number of events, marketing coordinator should have excellent organizational and communication skills and be detail oriented.
 - The ability to work with all levels of management and have a disposition for dealing well with a variety of personalities.
 - Needs to be computer literate and able to produce high quality graphic materials as well as be very familiar with various social media sites. Experience with Adobe Suites, Microsoft Office, proficient in Excel, and some experience with accounting software, preferably Target
 - Self-starter and able to work with little supervision.
 - College degree is preferred.
 - Experience in a marketing/sales/purchasing capacity for a foodservice distributor a plus.
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- Experience with negotiating pricing a plus.
- Foodservice background a plus.
- 10% local travel

Gonzalo Ventura, Jr., Director of Human Resources
 Jacmar Foodservice Distribution
 O: 626.430.9082 ext. 3344 F: 626.814.6371
gventura@jacmar.com

HR Staffing Specialist

Part of a team of HR professionals implementing federal hiring practices in accordance with the OPM hiring model.

Calling all HR Senior Federal Staffing Specialists! Come join our team of professionals supporting DEA! Rolling Bay provides leading edge solutions to our federal government customers with a focus on Program Management, Administrative Services, Document Management, Information Research and Analysis, and Cyber Security. We deliver solid performance with measurable results. We are one of eight subsidiaries of Three Saints Bay, LLC, an Alaska Native Holding Company for a family of 8(a) Small Disadvantaged Business service companies owned by Old Harbor Native Corporation, LLC, an Alaska Native Corporation.

Responsibilities:

- Work with DOJ HR to develop job analysis and/or crediting/rating plans.
 - Use the results of the job analysis and job description to develop any agency-specific selection criteria.
 - Collaborate with DOJ HR in conjunction with technical Subject Matter Experts to establish evaluation criteria for the needed skills identified in each document.
 - Utilize the Office of Personnel Management (OPM) hiring model to meet and work towards improving upon the 45-day requirements.
 - Complete the preliminary vacancy announcement work (assessment/job analysis development; recruitment strategy; draft and post announcement) within nine (9) days of receipt of request.
 - Publish Vacancy Announcements on the USA Jobs web site utilizing the USA Staffing eRecruitment System.
 - Perform all application process steps within the principals of OPM and the Partnership for Public Services (e.g. "Pledge to Applicants).
 - Complete the evaluation of applications and issue certificate of eligibility (includes verification of status, qualifications analysis, and issuance of certificate) within eight (8) days after the closing of the announcement.
 - Utilizing USA Staffing, provide and/or collect applicant paperwork.
 - Electronically, review and process a high volume of application materials from candidates that are typically generated in response to job vacancy announcements.
 - Maintain history of qualification determinations made on candidates to ensure consistency. Complete a rating sheet for all applicants who apply and maintain in case file.
 - Provide flexible weighting and scoring options for self-assessment questionnaires.
 - Maintain up-to-date knowledge of current and/or changing Federal hiring rules related to recruiting and apply as required.
 - Utilizing USA Staffing, conduct applicant rating and ranking against established qualification and
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eligibility requirements and standards including any positive education requirements and/or professional licensure, certification, credentialing requirements, incorporate appropriate rules; (e.g. those related to area of consideration, veterans' preference, etc.) and evaluate applicants against those rules.

- Ensure compliance with OPM requirement for Delegate Examining Unit(s) in producing Certificates of Eligible which will be signed by DOJ HR Specialists.
- Refer best qualified candidates for assessment and selection based upon the specific selection criteria and Federal regulatory requirements.
- Maintain documentation as required by DOJ and OPM to provide full reconstruction of the hiring
- Provide status updates to candidates in a timely manner or as requested.
- Record the names of all successful candidates on a selection certification list, and provide the names for distribution and selection decisions.
- In consultation with HR Specialists, conduct periodic audits and program reviews of recruitment and selection process to collect metrics and identify and analyze trends.
- Maintain all files and records in compliance with records management requirements and disposition schedules as well as with the DOJ Records Management Program as defined by the Guide to Personnel Record Keeping (GPR), Guide to Processing Request for Personnel Actions (GPPA), and requirements for President's Management Agenda, which are accessible via the OPM website.
- Conduct internal audits of case files and databases to ensure that applicable rules and regulations are being carried out and all materials are documented and stored properly.
- Track and retain RNO and gender statistics data and store it at the vacancy level with no association with individual applicants; to be reported to DOJ as needed.
- Archive vacancy case files, including all associated records and information, for two (2) years from the vacancy closing date and/or EOD date in a format required by the Federal government's record retention policy.
- Provide hiring metrics for recurring and ad-hoc reports (e.g. President's Management Agenda, GAO, etc.).

Requirements:

- H.S. Diploma; college degree preferred.
- Minimum three years federal staffing experience
- Working knowledge of OPM hiring model; ranking and rating of candidates
- Hands on experience with USA Jobs and USA Staffing eRecruitment System required.

Three Saints Bay, LLC and its subsidiaries offer a diverse, team-oriented working environment and the opportunity to work with exceptional dedicated industry professionals. We offer our employees a comprehensive benefits package and the opportunity to take part in exciting projects with government and commercial clients, both domestic and international.

We are an EEO/AA employer. We invite resumes from all interested parties without regard to race, color, religion, creed, gender, national origin, age, genetic information, marital or veteran status, disability, or any other category protected by federal, state, or local law.

http://webconnect3.sendouts.com/CN_Frame.aspx?ID=threesaints&SiteID=rollingbay&Group=rollingbay&Key=CN&PostId=5b098dcb-7dfe-4910-baf8-565f6a871696&CnId=&applynewcan=0&postnum=953&poster=fea9d8c4-553b-4888-8d23-a80344e30cf9&goback=.gde_2474659_member_273349835#%21

Payroll and Accounting Specialist/Benefits Coordinator

Firm Name and Location: Parker Milliken Clark O'Hara & Samuelian, a PC - Downtown L.A.

Position Description: Small to mid-sized civil practice law firm in Downtown Los Angeles is seeking a Payroll Specialist/Bookkeeper/Benefits Coordinator. Responsible for the overall semi-monthly payroll process including supplemental payrolls to ensure that all exempt and non-exempt employees are accurately paid in a timely manner entering hours, leaves, deductions, rate changes, garnishments, etc. Process and maintains all status reports and pay changes, both on computer and paper system. Prepares and maintains employee files, assuring accuracy, compliance and confidentiality. i.e : unemployment claims, verifications, I-9 status and State regulations, as well as, tracking of raises with benefit deductions or additions in company payroll system. Prepares bank reconciliations and associated general ledger entries. Reviews/reconciles G/L accounts on an ongoing basis. Other duties include EEO reports, government surveys, property taxes, depreciation & amortization, and corporate insurance applications. Responsible for administering various employee benefit programs, such as group medical and dental, short/long term disability, 401(k), and life insurance. Provides benefit orientations, enrollments, claims processing including worker's compensation. Responsible for administering COBRA. Coordinates with outside plan administrators and brokers. Manages all leaves of absences, including but not limited to FMLA, CFRA, PFL, PDL, ADA, USERRA; monitors and tracks employees on leave and ensures compliance with all applicable state and federal leave laws. Other duties as assigned.

Qualifications/Experience: The ideal candidate will have a Bachelor's Degree and a minimum five years in accounting field. Must be a self-starter, work independently, and able to gain the confidence of the firm's employees and management team. Strong communication, organizational and analytical skills a must, including proficiency in Word and Excel. Must also have solid references and stable work history. Law firm experience helpful but not required. All qualified applicants will be expected to pass a background and credit check.

Educational Requirements: Bachelor's Degree

Lucero Cataño, PHR, Human Resources Manager
lcataño@pmcos.com

Our regional Vice President is looking for a strong **Admin** with good tactful skills working in a hectic environment.

This would be located in Santa Fe Springs when that the Therapy center opens. The RVP is wonderful to work with.

Please send me your resume off list.

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

Contract to Hire **Human Resources Assistant**

is looking for an entry level Human Resources Assistant. We work in a fast-paced environment where diligence, thoroughness, and thoughtful analysis is expected and rewarded. If you like working in a fast-paced, continually growing environment we would like to meet you!

Duties include:

- Intake and review of all personnel notices to ensure timely completion
- Prepare New Hire files and track new hire forms.
- Complete I9 forms with new hires
- Prepare and coordinate scanning of files and documents
- Facilitate New Hire orientations
- Answering employee benefit/payroll related questions
- Maintaining HR files
- Other administrative duties as assigned by the Human Resources Department
- Cover lunch and breaks for the Receptionist

Skills:

Reporting Skills, Maintaining Employee Files, Dependability, Organization, Scheduling, Confidentiality, Independence, Orienting Employees, Verbal Communication, Teamwork, Microsoft Office Skills

Job Requirements

Qualifications:

- 2+ years working in Human Resources including familiarity with CA labor law
- College degree preferred
- Excellent oral and written communication skills
- Advanced Microsoft office including Outlook, Word, and Excel
- High level of professionalism and confidentiality is a must
- Detail oriented with good customer service skills.

This position is contract to hire.

The days/hours are: M-F 9am - 6pm

Please email a resume to sasla1@aol.com

Senior HR Specialist/Strategic Business Partner

*The organization's plan is to develop this person/position into a Director of HR in 12-24 months. They will be mentored by the VP of HR who is a great gal. This is probably a really promising role for an individual that is looking to take a step into a director role and just isn't there yet.

Answers to (VP. of HR)

LOOKING FOR SOMEONE THAT CAN WORK WITH EACH DEPARTMENT AND DEVELOP BUSINESS

Position Summary and Key Responsibilities

- Succession Planning
-

- Employment Engagement
- Work with small groups of staff from Med. Ctr.
- Strategies for Bus. Partnerships /Med. Ctr.
- Generalist
- Will partner with/Comp. HR, Employ Relations, Leadership & Organization, HRIS (Human Resources-IT)

This role requires a minimum of 5 years working in a medical or healthcare environment. The Sr. HR specialist provides collaboration/leadership to employees at all levels across the Medical Center. This individual will drive HR activities that align the business strategy with the human capital strategy in order to positively impact business performance. This individual will consult on a wide range of HR generalist, operational and analytical activities including, but not limited to, employee relations, compensation, workforce planning/talent acquisition, employee development and engagement, organizational design and culture. The individual in this role will be a key contributor to strategic initiatives that facilitate HR effectiveness, and will be responsible for developing and deploying HR best practices to key stakeholders.

Minimum Education and Skills Required for Consideration:

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

Requirements:

- Proven success partnering with Medical Center employees at all levels
- Demonstrated proficiency in multiple HR functional areas including compensation, organizational development, staffing, leadership development, talent and culture
- Proven leadership experience in setting and driving an HR agenda
- Demonstrated experience partnering with employees at all levels

- Proven track record of assessing capability needs, identifying talent gaps and establishing cultures that drive business results.
- Able to provide thought leadership on the implementation of HR strategies to address organizational, talent development and other key factors impacting a business
- Ability to successfully navigate the operational and strategic dimensions of the role.
- Able to quickly gain credibility with client team and internal HR community
- Able to identify the HR implications of business issues and strategy
- Able to leverage resources in support of organization business objectives
- Knowledge of strategy planning, change management and organization development methodologies
- Highly developed oral and written communication skills
- Proven interpersonal & influencing skills.
- Strong business acumen and organizational skills
- Demonstrated ability to manage multiple tasks simultaneously and able to react to shifting priorities to meet business needs
- Demonstrated ability to bring innovative solutions to complex issues
- Able to work across highly matrixed organization
- Bachelor's degree or equivalent work experience required
- 10+ years relevant work experience preferred, 5+ years working in the Healthcare industry required

Brian Polonsky, Sr. Healthcare Recruiter

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5550 Topanga Canyon Suite 200, Woodland Hills, CA 91367

We are looking for a **Payroll Manager** and **Payroll Specialist** both with union/non-union experience and if they have construction experience it's a plus. If you are aware of anyone, please pass their information along to me.

Jim Stout, Vice President - Director of Personnel

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

jstout@electek.com

I am still looking for a **HR Analyst** to work part time for our non-profit foundation in the San Fernando Valley (Sunland). If you know anyone who understands HR, has HRIS experience, and strong customer service skills, please feel free to refer them to me or to apply on line at <https://tierradelosol.org/jobs/part-time-hr-analyst/>.

My biggest challenge so far has been finding someone who views managers and their employees as customers. I'm trying to avoid the stereotypical (Catbert) HR person who says, "employees need to do what we tell them to do and that's why they need to do it our way." I'm looking for that wonderful HR professional who views managers and their employees as customers, seeks to understand their strategic and tactical needs, then works to make customers happy, while staying in compliance with applicable laws.

Kevin R. Panet, MS HRM, SPHR-CA, Human Resources Manager
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At Our Non-Profit Charity, Children Uniting Nations, **Part-Time HR Volunteers**....Including Especially Recruiters... (Unpaid) Are Still Needed Now. Please Ask People Interested To Contact Me or Terrie Leali at 323-944-0500 After Labor Day.

John Charnay, Executive Director
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