



**SEGUE  
SOLUTIONS**

# Career Strategies February 2014 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](mailto:Segue@Propster.com)

This page intentionally left blank

## INDEX

Compensation/Equity Plan Manager .....	6, 8
Director of Human Resources .....	6
Director, Human Resources .....	13
<a href="#">Editorial: Searching for Opportunities Using LinkedIn</a> .....	4
Global HR Manager.....	6
HR Director .....	12, 17
HR Generalist.....	9, 10, 13, 19
HR Generalist/Recruiter .....	12
HR Manager.....	10, 15
HR Recruiter/Generalist .....	11
HRIS Business Analyst .....	18
Human Resources Coordinator.....	6, 7, 8
Human Resources Director .....	9, 14
Human Resources Generalist .....	19
Human Resources Manager .....	8, 9
Human Resources Professional.....	7, 9
Leave of Absence Specialist .....	9
Manager of Human Resources .....	16
<a href="#">PIHRA Career Center</a> .....	6
Senior Compensation Analyst .....	6
Senior Human Resources Generalist.....	7, 8
Senior/Director of Human Resources.....	10
<a href="#">SHRM Job Board</a> .....	10
<a href="#">Unemployment Rates</a> .....	4
Vice President Human Resources .....	6
Volunteer Resources Coordinator .....	7

<b>January 2014</b> United States <b>6.6%</b>		<b>Unemployment Rates</b>		<b>December 2013</b> Los Angeles County <b>8.8%</b>
<p align="center"><b>Best Practices for Searching for Opportunities Using LinkedIn</b>  By Mery Propster, SPHR</p> <p>At our January meeting, the use of social media in a job search was suggested as a topic for exploration. Here is a brief introduction to searching for opportunities using LinkedIn.</p> <p>Did You Know?</p> <ol style="list-style-type: none"> <li>1. Job search activity on LinkedIn is private. Your connections cannot see when you view, search for, or apply to a job.</li> <li>2. There are over 200,000 jobs posted on LinkedIn, with opportunities for every industry, location and career stage.</li> <li>3. You can also use LinkedIn to research companies, get noticed by recruiters, follow up on job applications, and more.</li> </ol> <p>The following is how to navigate your LinkedIn account to mine for opportunities.</p> <ul style="list-style-type: none"> <li>• Access your LinkedIn page.</li> <li>• You will see a menu bar at the top which lists several options, HOME, PROFILE, NETWORK, JOBS, INTERESTS</li> <li>• Select JOBS and you will be taken to a page titled "Search for Jobs" that includes a space to enter the type of job you seek.</li> <li>• Enter the desired job classification, e.g. <i>Human Resources</i>, and hit "search." You will probably see hundreds of postings, many times going on for page after page.</li> <li>• If you want to narrow the search, you can enter a company name, a job title, a geographical restriction or other delimiters.</li> <li>• If you find something of interest, a single click will take you to a more complete job listing.</li> <li>• Be sure to look in the upper right hand corner of the page where it might list the name of the person who posted the listing or those who work at the organization and are connected to you. Time to jump on your networking skills and follow up!</li> <li>• Be sure to check back often – postings go up every day.</li> </ul> <p align="center"><b>Worst Practices for Searching for Opportunities Using LinkedIn</b>  By Richard Propster, SPHR-CA</p> <p>LinkedIn is, indeed, an effective powerful networking tool. It is also a significant source of irritation.</p> <p>Using the tips Mery presented above will help you get more leads, find relevant groups and increase your chances of landing the position you seek. It will enable you to optimize your LinkedIn profile so other people can more easily find you.</p> <p>That said, here are a few things you shouldn't do on LinkedIn:</p>				

- **Don't use a photo that is either unprofessional or unrealistically eye-catching.**  
Look at the LinkedIn photos of people you respect; professionals and thought leaders in the field you are pursuing. Look at the photos of those with whom you would like to establish connections. Do their images appear to be cropped from a photo at a bacchanal? Do they appear to be from a years-gone-by prom? Your LinkedIn photo should be both current and appropriate, reflecting your professional self. Glamour shots rarely work because people also want to do business with real people. When you actually meet someone after a LinkedIn connection, the last thing you want is shock.
- **Don't ask to connect using the "I'd like to add you to my professional network" default template provided by LinkedIn.**  
If you want to connect with someone, there should be a reason why—and you should share that reason with them at the outset. This increases the value of the connection by establishing your credibility and transparency. Delete the template message and take the time to say how you were referred and why you wish to connect. Mention common connections, interests and other reasons the connection will be mutually beneficial.
- **Don't immediately follow-up a new connection by asking for something.**  
You wouldn't approach a stranger and begin a conversation by asking for something and should not act differently merely because you are not face to face. An immediate request is not only unprofessional, it's gauche. This includes asking a brand new connection for a referral to one of their connections even though your new connection doesn't actually know anything about you. Connections (first, second and third levels) are touted by LinkedIn, so just wait a bit and give new connections time to establish themselves before launching into a series of requests.
- **Don't ask people who don't know your KSAs to provide recommendations.**  
Appropos the above, people should recommend you because they want to and know your work, not merely because you make an appeal. Don't force people in a position of either ignoring your request or to writing something insipid, superficial and insincere.
- **Don't endorse people willy-nilly to garner attention and return endorsements.**  
While the jury on the value of endorsements is still out, it is clear that some folks endorse total strangers. A well crafted LinkedIn profile using the tips above and being an active contributor are far more professional means of gaining exposure. Ask yourself how you react to that person you barely know that endorses you again and again, week after week, picking a new skill each time.
- **Don't routinely update your profile as your career progresses.**  
A stale profile can be worse than no profile at all. Remember, each time you update your profile your connections are notified and reminded of you and the reason you are connected.



## Career Center

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

### Human Resource Jobs Posted 5 February 14

#### Human Resources Coordinator

Picture Head, LLC - Hollywood, CA

A busy post production company located in the heart of Hollywood is currently looking to add to its Human Resources Team. The Coordinator role will assist the Manager of HR and the Director of HR with a variety of duties including, but not limited to... [more info...](#)

#### Senior Compensation Analyst

San Manuel Band of Mission Indians - Highland, CA

Come join the HR team at the San Manuel Band of Mission Indians as our next Senior Compensation Analyst! Please contact Senior Recruiter, Christine Liles at [cliles@sanmanuel.com](mailto:cliles@sanmanuel.com) or 909.863.2270 X4423 for detailed information. [more info...](#)

#### Vice President Human Resources

Kramer-Wilson Company Insurance Services - North Hollywood, CA

Do you know Human Resources inside and out and love being a hands on executive at a company with 275 employees? Great Opportunity for a VP of HR who supports management by providing human resources advice, counsel and decisions consistent with the Companys policies and practices, and federal, state, and local laws and requirements. Position will be expected to rely on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. [more info...](#)

#### Director of Human Resources

Metro Ports - WILMINGTON, CA

Nautilus International Holding Corporation, an EOE, is seeking a Human Resources Director. This position is responsible for supporting the company leadership team by managing staffing and employment, employee relations, employee retention, employee development, employee morale and succession planning. [more info...](#)

#### Compensation/Equity Plan Manager

Prostaff Search LLC - Orange County, CA

The Compensation Manager is a hands-on role and is responsible for providing leadership and technical expertise in the design and administration of employee compensation programs. It is responsible for the daily operations of the organizations compensation plans, including accurate, complete and timely reporting. This position will partner with other areas in Human Resources and provide back-up to the Payroll manager. This person will also work with various departments regarding salary ... [more info...](#)

#### Global HR Manager

Trojan Battery Company - Santa Fe Springs, CA

The Global HR Manager will be responsible for the coordination and implementation of international and corporate Human Resources systems, processes, policies, and programs

regarding recruitment, on-boarding, organization development, succession planning, talent development, strategic staffing and planning, retention, management training, employment, compensation (total rewards) strategy, benefits administration, communications, risk and regulatory compliance, and employee relations. [more info...](#)

#### Human Resources Professional

ITT AEROSPACE CONTROLS - VALENCIA, CA

This position is responsible for coaching /guidance to line managers on people management processes and issues, including performance management and general employee relations matters. Provides counsel/ guidance to employees and conducts fact findings as needed under supervision of HR leadership. Supports both training delivery and talent acquisition activities; Role will also support Lean site engagement, improvement and sustainment plan. BA/BS Degree required; Bilingual Spanish required [more info...](#)

#### Human Resources Coordinator

A Community of Friends - Los Angeles, CA

A Community of Friends (ACOF) is a nonprofit affordable housing development corporation founded in 1988 with the goal of developing housing for individuals and families with special needs. Its mission is to end homelessness through the provision of quality permanent supportive housing for people with mental illness. The Human Resources Coordinator will assist the Director of Administration with the day-to-day administration of Human Resource activities related to policies and procedures, [more info...](#)

#### Senior Human Resources Generalist

Goodwill Industries of Orange County - Santa Ana, CA

Become a part of the Goodwill of Orange County family of dedicated employees. More than ever, we need people not only with specific skills and education, but people who truly care about the well-being of others. We are one of the largest employers in the county with multiple employment sites. The position will primarily support employee relations issues, corrective actions, grievances, and assist Human Resources Management on the resolution of informal and formal complaints and investigations. [more info...](#)

#### Volunteer Resources Coordinator

CPS HR Consulting - Redlands, CA

City of Redlands Volunteer Resources Coordinator Salary: \$50,198 - \$61,016 App Deadline: 02/16/14 AA in Business, Public Administration, Marketing, or Public Relations, 2 yrs. of professional exp in volunteer project mgmt. reqd. Submit a cover letter, six work-related references, current salary and a resume: Pam Derby CPS HR Consulting 241 Lathrop Way Sacramento, CA 95815 Ph.: 916-471-3126 Fx: 916-561-7205 Email: [resumes@cpsshr.us](mailto:resumes@cpsshr.us) Online brochure: [www.cpsshr.us/search](http://www.cpsshr.us/search) EOE [more info...](#)

#### Human Resources Professional

YTC America Inc. - Camarillo, CA

The successful applicant will manage the human resource and administrative activities of the company. Responsibilities include staffing, HR policy formulation and administration, performance evaluation process management and development, employee relations, employee training, federal and state policy interpretation and compliance, interaction with company's legal counsel, administration of compensation, benefit and insurance programs (e.g. workers compensation, disability, etc.) [more info...](#)

### Human Resources Manager

Biolase - Irvine, CA

We are currently looking for a Human Resources Manager based out of our world headquarters located in Irvine, CA. In this position, you will be responsible for planning and administering policies relating to all phases of global human resources activity. We are seeking an individual with at least 7 years of strong hands on experience within a fast paced Human Resources department, and the ability to multi-task with a flexible and positive attitude. [more info...](#)

## Human Resource Jobs Posted 19 February 14

### Human Resources Coordinator

A Community of Friends - Los Angeles, CA

A Community of Friends (ACOF) is a nonprofit affordable housing development corporation founded in 1988 with the goal of developing housing for individuals and families with special needs. Its mission is to end homelessness through the provision of quality permanent supportive housing for people with mental illness. The Human Resources Coordinator will assist the Director of Administration with the day-to-day administration of Human Resource activities related to policies and procedures, more info...

### Senior Human Resources Generalist

Goodwill Industries of Orange County - Santa Ana, CA

Become a part of the Goodwill of Orange County family of dedicated employees. More than ever, we need people not only with specific skills and education, but people who truly care about the well-being of others. We are one of the largest employers in the county with multiple employment sites. The position will primarily support employee relations issues, corrective actions, grievances, and assist Human Resources Management on the resolution of informal and formal complaints and investigations. more info...

### Human Resources Coordinator

Aquarium of the Pacific - Long Beach, CA

Great opportunity at a wonderful organization! Reporting to the VP, Human Resources, the Human Resources Coordinator provides support for the following functions: recruitment and onboarding, performance management, benefits and HRIS. This position is also involved in policy development and interpretation, management training, and records management. The Human Resource Coordinator position at the Aquarium of the Pacific is like other key positions in the organization: more info...

### Human Resources Manager

Milgard Windows & Doors - Simi Valley, CA

Seeking a Human Resources executive-level professional/b who can partner with our leadership team in successfully coaching and leading our 300 employee population to new and greater successful outcomes. We'll focus on developing future leaders for our rapidly growing location and company; successfully implementing our new employee on-boarding program ...This position requires broad, strategic-level thinking and acting, while maintaining the ability to act tactically and hands-on. /b more info...

### Compensation/Equity Plan Manager

Prostaff Search LLC - Orange County, CA

The Compensation Manager is a hands-on role and is responsible for providing leadership and technical expertise in the design and administration of employee compensation programs. It is



responsible for the daily operations of the organizations compensation plans, including accurate, complete and timely reporting. This position will partner with other areas in Human Resources and provide back-up to the Payroll manager. This person will also work with various departments regarding salary ... more info...

#### Human Resources Professional

YTC America Inc. - Camarillo, CA

The successful applicant will manage the human resource and administrative activities of the company. Responsibilities include staffing, HR policy formulation and administration, performance evaluation process management and development, employee relations, employee training, federal and state policy interpretation and compliance, interaction with company's legal counsel, administration of compensation, benefit and insurance programs (e.g. workers compensation, disability, etc.) more info...

#### HR Generalist

PVH - Los Angeles, CA

Performs Human Resources responsibilities at the professional level in some or all of the following functional areas: employee relations, training, employment, affirmative action compliance, and recruitment. more info...

#### Human Resources Manager

The Travel Corporation USA - Anaheim, CA

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

#### Leave of Absence Specialist

Long Beach Memorial Medical Center - Long Beach, CA

Responsible for the coordination/administration of the leave of absence process for employees including MLA, CFRA, PDL, ADA, Workers' Compensation, STD & LTD programs in accordance with organizational policy, federal & state laws. Responsibilities include interpreting policies and instructing employees/managers on proper processes and procedures, maintaining records, reports & communication. 3 years' experience required. Visit [jobs.memorialcare.org](http://jobs.memorialcare.org) & search for Requisition #317224. EOE more info...

#### Human Resources Director

City of Santa Cruz - Santa Cruz, CA

Santa Cruz is located in one of the most beautiful areas in California, on the sunny, northern side of the Monterey Bay, 70 miles south of San Francisco and 30 miles southwest of San Jose. The City is seeking a skilled and experienced executive manager who will be able to lead and inspire a competent and committed staff of human resources professionals. more info...

#### Human Resources Manager

Los Angeles Police Revolver and Athletic Club - Elysian Park, Los Angeles, CA

The Human Resources Manager will administer human resources activities such as recruiting, compensation, local office communications, policies and procedures, performance management, processing of payroll and related duties, training and development, employee relations, and management of human resources related information. Primary job responsibilities include partnering with management to determine hiring needs, as well as facilitating the recruiting and on boarding processes; employee development. more info...

### HR Generalist

LeRoy Haynes Center - La Verne, CA

We are seeking a hands-on, high energy Human Resources Generalist to support our hardworking and caring staff dedicated to helping children. Established in 1946, LeRoy Haynes Center has grown into one of the largest and most comprehensive non-profit organizations of its kind. Our Center of over 250 employees are dedicated to helping children with special needs relating to emotional development, Autism, learning disabilities, abuse, neglect and abandonment. more info...

[View more jobs at the PIHRA Career Center](#)



The SHRM Job Board also has local opportunities at  
[http://jobs.shrm.org/home/index.cfm?site\\_id=1612](http://jobs.shrm.org/home/index.cfm?site_id=1612)

### **CB & ASSOCIATES INC.**

CB and Associates frequently has local opportunities:

[www.cbrecruiters.com](http://www.cbrecruiters.com)

### **HR Manager**

City: Compton

Industry: Manufacturing

Salary: \$75,000-\$85,000 + Profit Sharing Bonus, Health Insurance, 401K Plan

#### **Qualifications:**

Fluent in Spanish and English and able to translate both in verbal and written form

Minimum 5 years of experience in a similar role

This company has been around for over 30 years and continues to grow. They are looking for an HR Manager who is self-motivated, entrepreneurial and passionate about great company culture. In addition to managing HR related tasks, this person will help improve the culture of the company, improve the performance of the employees, help manage the office and will work closely with the executive council regarding, finance, sales, operations etc.

Melissa Eshaghian, Talent Acquisitions Manager  
BOLTON & Company  
Tel. 626-535-1425 or Fax. 626-405-2053  
[meshaghian@boltonco.com](mailto:meshaghian@boltonco.com)

My client is looking for a professional **Senior/Director of Human Resources** on a Full Time Permanent basis. The incumbent will be taking on a larger role within the business so they are actively looking for a replacement. The Chief HR Officer, will be in town on Feb 5-6 and would like to meet candidates.

The position is managing HR, Finance and Technology for a staff size of about 120 and \$10B in assets and also managing a team of 5. While HR is critical for the position, the new person needs to have a basic understanding of accounting and finance and be process oriented.

Salary is flexible from \$100-125k, with excellent benefits.

---

If you are currently interested in finding an alternative career option or new position then please respond with your most recent resume and I will be happy to furnish more relevant information on the role.

Mike Cox, Director of Permanent Services for Robert Half  
Tel: 310.209.6800 or [www.roberthalffinance.com](http://www.roberthalffinance.com)

---

### **HR Recruiter/Generalist**

TruGreen LandCare, Culver City, CA

Branch Number: 6000

Requisition Number: 577411-2

First Open Date: 01/28/2014

Post Date: 01/28/2014

### **Description:**

The HR Recruiter and Jr. Generalist is an integral partner in managing recruiting activities and building candidate relationships; often providing candidates with their first impression of the company. The ideal person will be an organizational guru, work effectively with internal and external clients and candidates, possess great communication skills, have the ability to shift gears at a moment's notice and enjoy the challenges of helping to build a great organization of talented individuals. This is an amazing opportunity for someone looking to broaden their experience.

### **The Role:**

- Coordinate, schedule, and perform phone screens
- Create Job postings
- Perform various coordinator duties that support the recruitment function.
- Maintain responsibility for accurate entry, maintenance, and integrity of data in our applicant tracking system.
- Communicate professionally and maintain a high level of confidentiality at all times both internally and externally with our candidates.
- Screening job applicants against job requirements
- Utilization of interview guides and behaviorally targeted interview techniques
- Assist in the coordination of other recruiting activities as needed –ex. Job fairs.
- Develop relationships with outreach and community organizations.
- Compliance activities to include Human Resources Audits.

### **Basic Qualifications**

- Bachelor's degree preferred
  - 2+ years' experience recruiting experience in a high-energy work environment.
  - Strong verbal and written communication skills; ability to interface with all levels of the organization and with external candidates.
  - Enthusiastic, proactive, energetic, professional self-starter with excellent organizational and interpersonal skills with the ability to work effectively in cross-functional teams.
  - Exceptional attention to detail, planning, problem solver, organizational and project management skills, with proven track record of juggling and meeting multiple deadlines and able to change direction quickly.
  - Prior experience working with an applicant tracking systems a plus.
  - Previous experience supporting a recruiting team a plus.
  - Strong team player that loves to bring new ideas to the table.
  - Proven ability to consistently and positively contribute in a high-paced, changing work environment.
  - BS required.
-

---

### Preferred Qualifications

- Recruiting in a business to business environment
- PHR certification or a degree in HR or a related field.
- Prior experience working with an applicant tracking systems a plus.
- Team player, solid work ethic, willing to pitch in where needed.
- Excellent written and verbal communications skills.
- Ability to interface with all levels of the organization and with external candidates.
- Problem solver, able to troubleshoot issues independently and drive them to closure with minimal supervision.
- Great organizational skills and attention to detail, able to juggle and prioritize multiple tasks simultaneously.
- Flexible, able to change direction quickly.
- Comfortable in a fast-paced environment and in dealing with ambiguity.
- Candidate will have a solid sense of accountability and acute personal judgment.
- Ability to handle confidential information and escalate issues when appropriate.



---

### HR Director

CA-EI Segundo (Corporate)

#### Job Description

The Corporate HR Director provides consultation to company leadership on human resources services, policies and programs. Participates in the development of corporate and group HR strategies by identifying and researching issues, contributing information analysis and recommendations and establishing human resources objectives in line with organizational objectives. Leads talent acquisition activities for the division with responsibility for recruitment of the company's corporate leadership roles, proper staffing levels and succession planning. Manages the EEO and Affirmative Action programs for corporate and coordinates similar compliance activities in the business groups ensuring compliance with government regulations and record keeping requirements. Communicates and enforces organization values, legal requirements and best practices by maintaining and administering the corporate personnel policies and the Corporate Employee Handbook. Provides compensation analysis and consultation. Administers the classification, wage and salary and performance evaluation program for corporate. Coordinates benefit offerings/issues through corporate HR. Advises and counsels on employee relations and compliance matters. Supports special projects for corporate HR and the business groups as needed.

Candidate must possess a bachelor's degree in human resources or a related field and a minimum of ten years of progressively responsible human resources management experience preferably in a government services organization. An advanced degree would be advantageous. Requires working knowledge of Federal and State employment laws, affirmative action and related compliance issues, familiarity with Department of Labor OFCCP audit practices and records requirements. Familiarity with retirement plans and benefits administration issues. Requires excellent written and oral communications skills, and effective organizational, presentation, supervisory and interpersonal abilities. Requires a results oriented track record with demonstrated sense of urgency.

For immediate confidential consideration, please apply online by clicking <http://is.gd/WyleCorp>  
Wyle is an Equal Opportunity/Affirmative Action Employer. M/F/D/V.

---

Here's a position in Simi Valley for an HR Generalist/Recruiter (temp to hire), Bilingual (Spanish), ASAP. If you know of anyone that is okay coming in to Simi Valley the position pays up to \$25 (DOE). Good Company, Great benefits and looking for someone to start on Tuesday.

Contact Volt Staffing in Simi Valley

---

---

**HR Generalist** opening with Healthy Smiles For Kids of Orange County  
Looking to develop your skills in HR, than this is the position for YOU!

**About the Job**

Under the direction of the Controller, the Human Resources Generalist is responsible for a wide variety of complex, confidential and routine administrative services related to the day-to-day functioning of the facility. Responsibilities include but are not limited to; recruitment, employee relations/documentation and employee file maintenance, employee orientation, employee benefits and leave administration, training and ensuring compliance with board directives and applicable grantor, federal and state requirements, marketing/public relations for a 501(c)(3) non-profit private corporation.

The responsibilities and duties of this position also include the following: drafts new policies and procedures, recommends, and edits current organizational policies based on legal changes and management/senior staff feedback, communicates and interprets policies and procedures to managers and employees, participates as the project leader for select HR initiatives, and other duties as assigned by supervisor.

The Human Resources Generalist must be able to effectively relate to board members, staff, parents and employees of all social, economic, ethnic and educational backgrounds. The Human Resources Generalist must be able to work under minimum supervision and must be able to demonstrate solid decision-making abilities as well as possessing effective time management skills and have a sense of fiscal accountability. The Human Resources Generalist is responsible for implementing the philosophies, policies and procedures of Healthy Smiles For Kids of Orange County., as they pertain to the job description.

**Qualifications**

The skills and abilities required include:

- Two years HR generalist experience in employee relations, recruitment, HRIS, Benefits; Administration and training is preferred.
- Bachelor's Degree in related field
- A high level of professionalism and confidentiality maintenance is required.
- Excellent interpersonal skills, strong customer service skills, effective written and verbal communication skills, investigative and creative aptitude to analyze issues and make recommendations
- Proficient computer skills with Microsoft Outlook, Word, & Excel required; skills in Power Point, HRIS and payroll software preferred
- The HR Generalist must be free to travel as the position demands.
- Additional skills include: ability to multi-task, analytical thinking, problem solving, detail oriented, strong organization and planning skills, shows initiative and ability to prioritize.

Send a current resume, salary requirements and  
cover letter to [jobs@HealthySmilesOC.org](mailto:jobs@HealthySmilesOC.org) No phone calls.  
Organization Information: [www.HealthySmilesOC.org](http://www.HealthySmilesOC.org)

---

**Director, Human Resources**

DreamWorks Animation - Glendale, CA

Human Resources Director with a demonstrated record of success and career progression in a fast paced, professional environment. The HR Director will play an important role in the organization: coaching, mentoring, providing compensation guidance, organizational and management development, implementation of HR programs, conflict management, and other hands-on activities. DreamWorks culture requires a collaborative and flexible individual who is a proactive communicator and able to develop effective relationships at all levels. Responsibilities will be both strategic and tactical, focused on supporting employees across business and technology departments. It is critical to deliver a high level of service by providing appropriate influence, guidance and assistance to address a variety of employee

---

---

related issues. You will work closely with the DWA management team to provide HR support, anticipate employee and organizational issues, make recommendations and implement solutions to attract, motivate, develop and retain employees.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide generalist HR support including employee relations, compensation, and interpretation of policies, procedures, and guidelines.
- Provide advice, coaching and counseling to managers and employees in the areas of conflict resolution, performance management, promotions, terminations, career and succession planning.
- Act as initial contact for employees and managers on payroll, compensation, contract, and benefits related issues.
- Manage the ongoing performance appraisal process for both exempt and nonexempt employees.
- Conduct thorough and discrete investigations as needed.
- Coordinate and monitor the employee transition process including payroll adjustments, promotions and status changes.

#### Qualifications

- 7-10 years of experience in Human Resources.
- Solid analytical and communication skills with the ability to solve problems quickly and creatively.
- Able to develop effective working relationships at all levels.
- High level of independence to manage multiple ongoing issues and complex employee related matters.
- Self-directed, able to manage multiple projects and produce results in a timely manner.
- Must possess strong communication skills, listen effectively, provide feedback, and build consensus.
- Bachelor Degree in Human Resources, Business Management or other related field.
- PHR or SPHR certification a plus
- Technical proficiency including Microsoft Office, Visio, Gmail, and HRIS systems.

#### How To Apply

Include a resume and cover letter. We require both for all submissions.

To submit your information, send your resume and cover letter to: [jobs@dreamworks.com](mailto:jobs@dreamworks.com)

Please put the position name (or code if applicable) in the subject line

We apologize that due to the volume of submissions we're unable to personally respond to each applicant or inquiry. If your qualifications meet our needs, we will contact you.

Apply Now

Indeed will send your application to [jobs@dreamworks.com](mailto:jobs@dreamworks.com).

---

#### Human Resources Director

Salary to \$120k plus bonus

Riverside, CA

Our client, a highly successful warehousing and logistics company, is seeking a Western Region Human Resources Director who will be responsible for supporting all of the Company's various human resources activities and programs in the Western Region. This position will focus on areas such as organizational effectiveness, compensation and benefits strategies, training and development, employee and labor relations strategies, hiring, staffing and retention strategies, diversity, performance management, government compliance, as well as talent development and succession planning.

The Western Region Human Resources Director will have 8-10 reports and have direct line management for 5. These reports support 12 operations in the Western Region that have recently been acquired and

---



---

integrated into the company. The new HR Director will need to assess the current HR organizations structure and operations, and develop a plan to consolidate where appropriate, HR processes and initiatives under a more uniform platform / structure.

The ideal candidate will be a thought leader in human resources and transformational manager who can effectively operate under the leadership and direction of the VP of HR. He or she will have a minimum of ten years of progressive management experience, including three to five in a Regional leadership role in a standalone company or division with multiple operations and revenues in excess of \$300 million in revenue. The Director of HR must be proficient in partnering with business leaders to drive company strategies through innovative human resources processes and initiatives that are cost effective and results focused. While candidates with different industry experience will be considered, a background working with a company in the distribution, warehouse, shipping, receiving, and / or logistics / supply chain industry is preferred.

Interested parties should respond immediately to Jeff Todd via email to [jtodd@sourceprollc.com](mailto:jtodd@sourceprollc.com)  
Total confidentiality will be respected.

---

Below is the job description for the HR Manager position we are working on. Our client is located in Torrance (90501) and the position is paying up to \$100k annually. Please let me know if you can refer anyone.

**Summary:** Plans and administers policies relating to all phases of human resources, facility maintenance and environmental management activity by performing the following duties personally or through subordinate supervisors.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Contributes to the HR functional strategic objectives and tactical plans to ensure the necessary support is provided to the organization. Plans will include projects intended to continually improve the capability and effectiveness of the HR/GA Function and its staff.
  - Serves as a back-up to the location General Manager initiating and addressing various site-wide needs / issues to promote the working environment, cultural development, collaboration and teamwork among various functions. Ensures the smooth running of the facility.
  - Identifies legal requirements and government reporting regulations affecting human resources, safety and environmental functions and ensures policies, procedures, and reporting are in compliance.
  - Coaches' management in the appropriate resolution of employee relations issues consistent with company policies and practices.
  - Interprets and administers policies, procedures, and programs in accordance with employee handbook.
  - Investigates complaints as necessary, creates appropriate document trail and collaborates with the EVP, Administration and legal department if needed to effectively resolve issues internally.
  - Represents the Company to any outside agencies including appearances at unemployment hearings, workers compensation hearings, arbitrations and developing position statements if needed in response to complaints received from outside governmental agencies.
  - Administers performance management program to ensure effectiveness, compliance, and equity within organization. Collaborates with Corporate staff on the annual merit and bonus program.
  - Plans / administers corporate management training programs. Evaluates and plans for local training of location management and staff including compliance training. Performance management, safety, maintaining a harassment-free working environment and others.
  - Manages staffing function including recruitment, interviews, tests, and selection of qualified employees to fill vacant positions.
  - Ensures HR staff conducts new employee orientations to ensure smooth on-boarding of new staff.
  - Responsible for oversight of records management of HR/GA & Environmental documents.
  - Serves as the Environmental Management Representative (EMR) responsible for managing the ISO 14001 program in accordance with the standard. Assures compliance and maintains the certification in accordance with appropriate laws, regulations and customer requirements
-

- 
- Oversees the administration of the benefits programs such as medical, life, health, dental and disability insurances, 401-K plans, vacation, sick leave, leave of absence, and employee assistance.
  - Overall responsibility for the administration of the location safety program and safety policies. Ensures measures are taken to prevent and investigate accidents, OSHA reporting and handling of worker compensation matters together with the insurance carrier.
  - Conducts wage surveys within labor market to determine competitive wage rates.
  - Prepares budget of human resources and facility maintenance operations.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

B.S in Business or equivalent with a minimum of ten years related experience and/or training in the human resources field.; Must have demonstrated experience implementing HR process improvements and leading a staff of direct reports.

**Language Ability:**

Ability to read and write effectively in English. Ability to analyze and interpret common written materials, such as articles, reports, business communications, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of employees, managers, clients, customers, and the general public.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of MS Office programs: Word, Excel, PowerPoint, and Outlook, as well as internet search engines, ADP Payroll and Human Resources systems and HRBenefits HRIS.

**Certificates and Licenses:** PHR Certification preferred

**Supervisory Responsibilities:**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

If anyone is interested, let me know and I will provide you the recruiter contact info...

Nicole Bulman, SPHR

[nicole.bulman@alignaero.com](mailto:nicole.bulman@alignaero.com)

---

**Manager of Human Resources**

San Gabriel Transit

**Summary**

Position is responsible for managing all phases of Human Resources, including but not limited to compliance with federal and state employment law, organizational development, recruitment, training, compensation, benefits, employee relations, safety, and equal employment opportunity/affirmative action.

**Essential Duties And Responsibilities**

- Responsible for compliance with federal and CA state employment laws and regulations, including wage-hour regulations; Affirmative Action/EEO programs; ERISA; ADA; FMLA; COBRA; and Title VII;
  - Manages the Human Resources policies and procedures to ensure consistency throughout organization;
-



- 
- Maintains employee handbook in accordance with all federal and CA state laws and regulations;
  - Responsible for sexual harassment prevention training and supervisory training.
  - Will assist Managers with hiring and terminations, when needed;
  - Ensure that background checks and drug screens are performed by the Drug & Alcohol Program Managers (DAPMs);
  - Manage employee relations and provides counseling to Managers, when needed;
  - Provide input, when needed, on performance and disciplinary appraisals conducted by Managers;
  - Manages health insurance/benefit programs, responsible for COBRA compliance;
  - Manages 401k plan (providing information for audits, paperwork for loans, etc.)

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires a thorough knowledge of Human Resource Management principles, practices, procedures, and federal and state laws governing employment. Ability to manage all phases of Human Resources including, but not limited to, employment; compensation; benefits; equal employment/affirmative action; employee relations; custodian of records; and employee communications. Ability to lead and motivate people through strong interpersonal skills. Excellent communication skills with ability to prepare oral and written reports, as required.

#### **Education and/or Experience**

Bachelor's Degree (BA, BS) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Degree in Human Resources Management, Organizational Development, Business, Accounting, or other related field preferred. A minimum of five year's recent experience in Human Resource Management as a generalist.

#### **Language Skills**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

*Note: The statements herein are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, or abilities required of personnel so classified.*

Interested candidates should forward cover letter and resume to Faye Moseley asap at [moseley@accessla.org](mailto:moseley@accessla.org).

---

#### **HR Director – Southern California**

##### **Required Background:**

3-5 years of progressive Human Resources Management - experience in a California Hospital setting within the last 3 years is REQUIRED.

Bachelor's degree, Master's degree in Human Resources or other related field is preferred

Excellent verbal and written communications skills

A thorough knowledge of federal and state EEOC, Title VII, ADA, FSLA, Wage and Hour, Unemployment and Workers Compensation, with demonstrated success in recruitment, employee relations, employee benefits and the ability to interface with all levels of management.

Knowledge of Human Resources information management systems

---

##### **Position Summary:**

---

The HR Director supervises the human resources staff and volunteer services regarding daily operations of the department in all areas of responsibility, and encourages growth and development among the staff. Encourages and promotes educational programs, both internal and external, to all employees and is responsible for organizing company sponsored events. Plans and directs the Human Resources function to provide a qualified, productive and cost effective work force. Ensures compliance and adherence to all policies and procedures regarding the recruitment and retention of all new hires. Establishes, maintains and monitors a fair and competitive pay for performance merit and salary administration program. Interpret and ensure compliance with Federal and state ways and hour laws and internal policies governing payment of wages. The Director is responsible for overseeing all benefit programs at the facility level. The position represents the hospital in all matters concerning employment law and claims of discrimination.

The client is willing to look at promoting someone currently working as an HR manager – relocation assistance available for the right candidate. This is a permanent, full time opportunity!

Qualified candidates please send your resume to: [joan@thetatzgroup.com](mailto:joan@thetatzgroup.com)

---

Macerich is seeking a **HRIS Business Analyst** to partner with Information Technology, Payroll and Human Resources Users in development, implementation and maintenance of the Oracle Human Resources System (OHR) with the goal of maintaining optimal operational efficiency, maximizing integrity of data, and seamless interface between OHR and third-party systems.

#### **Core Functions**

- Manage the overall functioning of the HRMS system, including integration of company policies and procedures into the systems.
- Act as liaison between IT, Payroll, and HR partners in all phases of product implementation and maintenance to the OHR system.
- Analyze system processes and consult with management teams in opportunities to both improve the HR process and maximize support of overall company objectives.
- Document all system changes, modifications and enhancements.
- Oversee end user testing and implementation through automated open enrollment and compensation review cycles, ensuring seamless processing and accurate transfer of critical information to appropriate parties.
- Develop and publish reports on HR Metrics using Oracle HRIS and Discoverer reporting tool.
- Work directly with subject matter experts to define policies and procedures.
- Ensure integrity of HR data sent to third party systems and displayed globally within company communications.
- Maintain HR resource on Internal HUB page accessible to Macerich staff.
- Responsible for communicating and training HR user system enhancements and policy changes.
- Perform compliance audits to ensure integrity/accuracy and compliance with HR processes procedures and controls.
- Data entry as required.

#### **Requirements and Qualifications**

- Minimum three years' experience with HRIS, preferably Oracle.
- Knowledge of ADP payroll and Human Resource systems and practices is preferred.
- Strong PC skills for spreadsheet, database, word processing, etc. Oracle or other first tier product experience is preferred.

Additional information about Macerich available from the Company's website at [www.macerich.com](http://www.macerich.com).

Please send resumes to [greatjobs@macerich.com](mailto:greatjobs@macerich.com)

Include "HRIS Business Analyst-SG" and your name in the Subject Line

---

---

**HR Generalist at YogaWorks! (Santa Monica)**

Job Overview: The HR Generalist / Recruiter is responsible for managing the day-to-day operations of the department as well as leading the recruiting process. This is a full-time, exempt position, reporting directly to the HR Director.

**DUTIES & RESPONSIBILITIES:**

- Responsible for managing the day-to-day operations of the department including oversight of personnel records maintenance, conducting background checks, drafting offer letters, and state reporting and subpoena requests with the help of a department assistant.
- Work with HR Director to develop recruiting strategies designed to attract, top, value-aligned talent.
- Manage the applicant tracking system including job postings, employee referrals, candidate communication and coordination with hiring managers
- Partner with managers in the recruiting process by conducting preliminary phone interviews and making recommendations on next-steps in the interview process.
- Manage recruitment brand on social recruiting sites
- Create job descriptions that accurately reflect company culture and position requirements
- Manage the Employee Benefits programs
- Participate in the continued development of the company on-boarding process
- Manage regular content development of the employee intranet
- Work with HR Director to manage employee relations issues by coaching managers and making recommendations involving the company's disciplinary process.
- Partner with payroll specialist to ensure the proper handling of on-going employee pay-related procedures
- Manage employee leave administration
- Assist with worker's comp and unemployment claims.
- Ad hoc projects, as needed.

**MINIMUM REQUIREMENTS:**

- 2-3 years' experience in human resources and recruiting
- Bachelor's degree in human resources or related field
- Ability to maintain a high level of confidentiality
- Strong interpersonal and communication skills.
- Knowledge of federal and state laws and regulations
- Ability to multi-task and function in a fast-paced environment.

Why work for us? We are a group of enthusiastic and caring people, dedicated to changing lives. We operate 28 studios in 4 regions and growing! We offer terrific perks and love to promote from within. There are exciting things happening at YogaWorks, come join the team!

To apply, please submit cover letter and resume to [hr@yogaworks.com](mailto:hr@yogaworks.com) No phone calls, please.

---

**Human Resources Generalist Opportunity****Job Summary**

Torn & Glasser is seeking a qualified individual as a Human Resources Generalist. The position is perfect for the overachiever who loves working in a fast paced environment. The right candidate will know how to take ownership and drive new programs to success while rolling up their sleeves on a day-to-day basis. The position requires experience in all aspects of HR with strong experience in employee relations, developing manager partnerships, coaching and development, and systems improvement. We are looking for someone who likes to innovate in a fast-paced environment.

---

---

The Human Resources Generalist position will initially focus on payroll processing, benefits, employee relations issues, unemployment, new hire orientation, recruiting, Leave administration & CAAQMD Rideshare administration.

The duties and responsibilities described below may provide only a partial description of this position. This is not an exhaustive list of all aspects of the job. Other duties and responsibilities not outlined in this document may be added as necessary or desirable.

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

- Support in performance management, working closely with leadership team
- Respond to unemployment claims verbally and written in a timely manner
- Represent company in unemployment hearings as needed
- Provide advice, assistance and follow-up on company policies and procedures
- Coordinate the resolution of specific policy-related and procedural problems and inquiries
- Conduct new employee orientations as needed for newly hired employees
- Comfortable speaking (English and Spanish) to small or large groups of individuals
- Provide support to other areas of HR such as recruitment working with leadership team
- HRIS and report administration
- Invoice processing and tracking

#### **HR Generalist / Benefits**

- Provide excellent internal customer service and technical assistance in the areas of coaching and development, employee relations, and HR policy and Union interpretation
- Ability to be accountable for establishing and maintaining the processes and systems to which enable the company to fully leverage the skills and talents of all our people
- Create and oversee standardized HR processes, procedures and approval requirements
- Apply a working knowledge of HR strategies, goals, and critical achievement targets, results and variances
- Act as a liaison in the resolution of HR related issues; Investigate and resolve internal complaints
- Oversee all benefits administration, including open enrollment and 401(k) administration
- Support full cycle performance improvement
- Able to take full accountability of the employee lifecycle from on-boarding and new hire orientation through to off-boarding and exit interviews
- Monitor and coordinate leaves of absence, workers' compensation and other required leave plans
- Ability to oversee and provide training on various HR related topics
- Demonstrate actions and behaviors consistent with the company's values
- Able to generate statistical analysis from the HR lifecycle
- Able to execute events that motivate and increase retention

#### **Payroll**

- Maintain, review and audit records via NovaTime and Paychex
- Prepare and process weekly payroll and expense reports
- 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 inquires pertaining to pay practices / issues
- Understand and apply correct wage and hour rules and regulations
- Understand and apply Union BAC Rules

#### **Recruitment**

- Complete recruitment cycle for non-exempt and exempt positions
-

- 
- Foster business relationships with staffing agencies
  - Draft, review and update job descriptions
  - Conduct and oversee pre-hire background checks, physicals, and drug-screenings

#### **Requirements**

- Minimum of AA/AS certificate in Human Resources; Behaviors Sciences, PHR or SPHR certification. Bachelor's Degree in Human Resources, communication or business preferred or combination of practical experience and education
- 5 or more years of human resources generalist experience, with increased level of responsibility with an emphasis in Employee Relations, HRIS, Payroll and benefits
- Bilingual in Spanish required
- Excellent working knowledge of NovaTime and Paychex
- In-depth knowledge of employee relations and experience with California HR legal/regulatory issues, applicable laws and liability related to HR functions
- Union experience/labor relations experience preferred
- Ability to use good judgment, discretion with sensitive and confidential issues, projects, and information; ability to take initiative, apply analytical reasoning and problem solve
- Ability to manage multiple projects in a fast-paced environment
- Must be able to work with all departments effectively
- Knowledge of multiple human resource disciplines
- Strong interpersonal and communication skills.
- Strong math and analytical abilities
- Ability to analyze data and provide recommendations.
- Proficiency in MS Office, Word, Excel and Outlook
- Ability to work independently and with a team and communicate effectively
- Solid problem solving and decision making skills
- Comfort working in a high speed production environment
- Willingness to work holidays and weekends as we are a 24/7 business operating through most weekends and holidays
- Successful completion of a post offer physical, drug screen and background check is required

Torn & Glasser offers competitive wages and benefits including medical, dental, vision and life insurance. For immediate consideration, please send your resume along with your salary history to [cheryle@tornandglasser.com](mailto:cheryle@tornandglasser.com)

---

Would like to post the following VP HR opportunity for the group. Please send resume/with salary history below if interested.

The VP will make recommendations with regards to policies and procedures, manage the Company's recruitment programs and administer employee relations and counseling at all employee levels. Additionally, the VP will manage compensation and workforce performance programs and be responsible for various training initiatives, including administration of an internship program, other employee incentives, designing and monitoring health and welfare plans, including 401(k), FSA and other employee benefits. Additionally the VP will handle payroll and benefits employee deduction submittal in conjunction with Finance. The successful candidate will develop and maintain an effective business partnership with senior management, and act as an employee resource and coordinate HR activities for the Company. Essential Functions:

- Provides human resources oversight in relation to employee relations, organizational change, staffing, policies and procedures, employee pay practices, FLSA, OHSA, Labor Relations, Workers Compensation and benefits administration.
-

- 
- Partners with the senior management team to help build and foster a creative and collaborative corporate cultural.
  - Works in conjunction with internal production companies in partnership and as needed to provide human resources guidance and support.
  - Ensures human resources best practices and corporate compliance are met and that all employee administrative processes are managed effectively and in accordance with applicable state and federal laws.
  - Works in conjunction with senior management to recommend and establish appropriate compensation guidelines, corporate policies, and workforce planning and to address any and all employee relation's issues as they may arise.
  - Assist department heads in identifying the right talent for the organization based on skills, expertise and cultural fit and lead and develop recruitment initiatives accordingly.
  - Identify and manage company Internship program to help mentor and foster creative and business talent within the organization.
- 
- Ability to address key issues and handle sensitive and confidential information and partners with senior leadership and executive team led by the CFO & COO/GC in all matters.
  - Legal expertise in setting HR compliance, organizational design initiatives and policies and practices is desired.
  - Proficiency in handling benefits administration, 401(k) plans, and in establishing health and welfare, benefits and payroll administration practices.

#### **Problem Solving:**

**Results:** Must have proven track record in human resources management to handle complex organizational and employee relations situations as they arise.

**Strategic Vision & Agility:** Must be able to identify and recommend strategic initiatives based on the changing demands of the business as it relates to reporting, organizational structure and policies & practices and work closely with senior management on identifying emerging organizational needs.

**Capacity Building:** Ability to guide and counsel management on developing ways to build a top- notch workforce and the processes that ensure the organization runs smoothly.

**Leadership and Organization:** Strong capacity for managing and leading people and projects, processes and scaling organizations. Must have great organization and prioritization ability to understand and recommend areas for improvement based on need and the operational and business demands.

**Action Oriented:** Ability to work hard and take necessary recommendations and action as directed on organizational change and improvement as led by senior team.

**Hands-On Performer:** [Lisa—please add something here to make very clear that this VP will be doing all of this actual work, rather than administering the work of a team

#### **Interpersonal Relationships:**

- Must be a self-starter who takes initiative to identify key areas for improvement.
- Ability to work successfully with senior management team, peers and build credibility and consensus throughout the organization
- Fosters exceptional management and organizational skills and helps drive towards results
- Ability to thrive and think creatively and demonstrate leadership skills
- Personable, professional with a calm demeanor one is able to deal directly and honestly on sensitive topics and situations.
- Patient and adaptable to changing environments and priorities and willingness to assist where needed.
- Ability to act strategically and negotiate on behalf of the company and its employees to resolve disputes, mediate issues and to come to amicable and mutually agreeable outcomes
- Sense of humor and approachable.

#### **Experience & Education:**

---

- 
- Minimum of 8 - 10 years of experience as an HR generalist, with last 3-5 years with management responsibility.
  - Bachelor's Degree required, Master's Degree in Business Administration or related field preferred.
  - Experience in employee relations, benefits administration, compensation and policies and practices administration required.
  - Demonstrated experience working with MS Word, Excel, Power Point, Visio programs
  - Strong project management and financial capabilities;
  - Ability to influence and adapt communications to diverse and creative groups;
  - Experience in partnering with senior executives;
  - Strong relationship builder and change agent;
  - Prior entertainment, production or related field of experience preferred.

Qualified and interested candidates should send resume with salary history to: Lisa Kaye  
[lkaye@greenlightjobs.com](mailto:lkaye@greenlightjobs.com)

---

---