



**SEGUE  
SOLUTIONS**

# Career Strategy April 2014 Opportunities

**My Career Strategy Meeting Information**

<http://is.gd/seeyouthere>

**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)

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<b>March 2014</b> United States <b>6.7%</b>		<b>Unemployment Rates</b>		<b>March 2014</b> Los Angeles County <b>8.7%</b>
<p style="text-align: center;"><b>Job Interviews Can Hurt Candidates</b></p> <p>Job interviews and first dates – two interpersonal situations where people tend to make mistakes because they’re nervous and want to make a good first impression.</p> <p>Those mistakes get noticed. In fact, 43 percent of more than 2,100 chief financial officers (CFOs) who participated in a new survey said the job interview is where candidates make the most mistakes, according to Accountemps, a staffing service for temporary accounting, finance and bookkeeping professionals.</p> <p>Accountemps developed the survey, which also asked the CFOs to <i>identify the areas where candidates make mistakes during the job application process</i>. Their responses:</p> <ul style="list-style-type: none"> <li>• Job Interview (43 percent)</li> <li>• Resume (19 percent)</li> <li>• Interview follow up (11 percent)</li> <li>• Cover letter (10 percent)</li> <li>• Phone interview/screen (7 percent)</li> <li>• Reference check (5 percent)</li> <li>• Don’t know (5 percent).</li> </ul> <p>The survey was conducted by an independent research firm and was based on interviews with CFOs from a random sample of companies in more than 20 of the largest U.S. metropolitan areas.</p> <p>Source: CalChamber HR Watchdog, <a href="http://is.gd/InterviewProblems">http://is.gd/InterviewProblems</a></p>				



### **Career Center**

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

## **Jobs Posted April 2<sup>nd</sup>**

### **Retirement Navigator**

#### **University of Southern California - Los Angeles, CA**

The Retirement Navigator will facilitate the retirement process for faculty so that they understand their retirement options, including general financial scenarios, and helping them navigate internal university processes. Activities include presenting and explaining faculty early retirement programs in group settings and in individual consultations, developing written and web-based materials to inform faculty about their options, and building relationships with various offices at the university. [more info...](#)

### **Senior HR Manager**

#### **In-N-Out Burger - Irvine, CA**

We currently have some excellent opportunities for a full-time Sr. HR Manager, Human Resources Supervisor and HR Business Partner based in our Irvine, CA office. In-N-Out Burger offers a competitive salary and comprehensive benefit package. Please visit our website [In-n-out.com](http://In-n-out.com) for further information on these positions. [more info...](#)

### **Senior. Human Resources Business Partner (Bilingual-Spanish)**

#### **Trojan Battery Company - Santa Fe Springs, CA**

Working closely with assigned management team, the Senior HR Business Partner is responsible for delivering HR expertise and problem solving while administering corporate policies and procedures as they relate to core HR services, processes, and programs. Will be responsible for facilitating training, recruiting, employee relations, performance management, benefits administration, career and business development. [more info...](#)

### **Benefits Manager**

#### **San Manuel Band of Mission Indians - Highland, CA**

The San Manuel Band of Mission Indians is seeking a compassionate and knowledgeable Benefits Manager to join our HR team. We are looking for someone with experience negotiating, researching and managing benefits programs and services. You must be a strong communicator with a passion for people as well as a strong leader who sees the strategic impact of a well-managed Benefits program. We offer a great base salary and benefits as well as a fantastic work environment! [more info...](#)

### **Fast Growing Tech Company is Seeking HR Generalist**

#### **Visionstar - Los Angeles, CA**

Visionstar is a technology company that builds high-growth businesses. Through a combination of strategic marketing and sales, Visionstar optimizes the customer lifecycle for our brands, from initial interest in the marketplace to the end transaction. Success is driven by advanced internet analytics, proprietary technology and the company's greatest competitive advantage, the people. [more info...](#)

## Jobs Posted April 16<sup>th</sup>

### [HR Manager](#) (Factory Experience \ Bakersfield CA) - 13006661

Nestle - Bakersfield, CA

Coordinates the efforts of HR staff. Oversees day-to-day workflow and ensures that all requests and HR issues are resolved in a timely manner. Proficient in all areas of Human Resources, including, but not limited to; employee relations, staffing, organizational development, training and policies and procedures. more info...

### [Benefits Manager](#)

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### [Benefits Specialist](#)

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's primary function is in managing a variety of functions to support the activities of the Human Resources Department including leaves of absence, interactive process, ADA, modified duties under more info...

### [Compensation Analyst](#)

SCAN Health Plan - Long Beach, CA

Experience SCAN! Rated as one of the top Medicare plans in California, SCAN Health Plan employees are passionate about our mission keeping seniors healthy and independent. Understanding that success is based on achieving the mission, SCAN employees are afforded training and tools necessary to do their work, are rewarded for their efforts and are recognized as experts in their fields. more info...

### [Human Resources Director](#)

CPS HR Consulting - Maricopa, AZ

Human Resources Director - City of Maricopa, AZ Annual salary range: \$93,364 to \$128,703 DOQ The City offers an extensive benefit package. Filing Deadline: Friday, May 16, 2014 To be considered for this exceptional career opportunity, submit resume, cover letter with current salary, and four work-related references to: Stuart Satow CPS HR Consulting 241 Lathrop Way Sacramento, CA 95815 Ph.: 916-263-1401 Fx: 916-561-7205 Email: resumes@cpsr.us EOE more info...

### [Director of Human Resources](#)

Alliance Resource Consulting - San Jose, CA

Salary DOQ. The HR Directors main areas of responsibility include management of the following functions: recruitment and classification, employee benefits, workers compensation, safety, employee health services, Human Resources Information System (HRIS), and administrative support. Apply online at [www.alliancerc.com](http://www.alliancerc.com) immediately. For more information, contact Sherrill Uyeda or Cindy Krebs at (562) 901-0769 or email [info@alliancerc.com](mailto:info@alliancerc.com). EEO/ADA. more info...

### Human Resources Generalist

Pacific Clinics - Arcadia, CA

We are looking for a Human Resources Generalist to join our team in Arcadia, California. As the Generalist, you will assist with the overall planning and administering of policies relating to all phases of human resources activity. You will also provide assistance in the areas of recruitment, on-boarding, exit interviews, employee relations, conflict resolution, unemployment claims and participate in hearings. more info...

### Human Resources Generalist/Benefits Specialist

IMT Residential - Sherman Oaks, CA

The HR Generalist for IMT Residential reports to the HR Manager and will be responsible for providing HR support to associates located in AZ, CA, CO, FL, and TX. This position is responsible for working under general supervision to align HR policies with business objectives to facilitate the ambitious growth goals of the organization while minimizing risk to the company. The main responsibilities will be administering benefits, processing pre-employment screening and onboarding new associates. 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)

I am a HR Headhunter with over 40 years of HR placement experience. I have several clients that have current needs that I would like to discuss with you and/or members of your network.

- **Plant HR Manager** for Fortune 100 nonunion plant Spencer, Iowa to 130k
- **HR Business Partner** for a Tennessee Based Fortune 500 corp. to 110k+
- **Senior. OD Consultant/Manager** for a Tennessee based Fortune 500 HQ to 180k+
- **OD Consultant** for a Tennessee based Fortune 500 HQ to 120k+
- **HR Manager** for a 200 employee non-union mugging plant of a Fortune 100 corporation based in Wilmington, NC to 95k+bonus
- **Manager Talent Management- OD/TM** for 2 billion dollar division of Fortune 100 Corp. Indiana to 130k +
- **HR Director-** Fortune 500 Corp HQ in CT to 200k+++
- **HR Manager-** Nashville, TN to 110-115k+bonus
- **HR Director-** NJ- Div HQ- to 180k+
- **HR Manager-** San Antonio- non-union plant- to 110k+
- **Staffing Manager-** Dallas area- Corp HQ- to 125k+
- **Benefits Manager-** Dallas area- Corp HQ- to 125k+
- **Total Rewards Director** - HQ- Florida- to 200k+++
- **VP HR** - HQ- Florida to 200k++
- **VP Global Talent Management HQ** - Florida to 220k++
- **HR Manager** - Manufacturing Plant- Dallas- to 80k+
- **HR Manager-** non-union Manufacturing Plant- Fort Lauderdale, FL to 115k+

Dick Gast, 949-472-1130 or [dick@rgaltd.com](mailto:dick@rgaltd.com)



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## Stock Plan Administrator

Health Net, Inc., has an immediate opening for a Manager Stock Plan Administration- (14001130) in our Woodland Hills, CA office.

### JOB SUMMARY:

This position is responsible for the overall integrity of Health Net's equity-based compensation programs, including compliance, annual disclosure reporting, internal accounting & record-keeping, and the administration of ongoing transactions.

Certified Equity Professional (CEP Level 3) required + 8 years direct stock experience

For more information, please e-mail [bonnie.taylor@healthnet.com](mailto:bonnie.taylor@healthnet.com). (please do not reply to this e-mail)

To apply on-line: [www.careersathealthnet.com](http://www.careersathealthnet.com)

For more information on Health Net, Inc., please visit the company's website at [www.healthnet.com](http://www.healthnet.com).

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## HR Generalist - Gainesville, TX – Relocation paid

Below is a brief summary of the position. In addition we are working on numerous other openings all over the US, for a complete listing please go to our website - [www.HRSearchPros.com](http://www.HRSearchPros.com)

Job Posting #369

Title: HR Generalist

Industry: Manufacturing

Location: Gainesville, TX

Compensation: Depends On Experience

Relocation: Paid

### SUMMARY:

- Responsible for general HR compliance, project planning and management, training, HRIS, and recruiting functions.
- Participates in developing department goals, objectives, and systems.
- Develops and maintains affirmative action program.

### REQUIREMENTS:

- 3-8 years of HR experience in a manufacturing/industrial setting
- Excellent oral and written communication skills
- Bachelor's degree

To apply, please visit: [http://hrsearchpros.com/Job\\_Openings.html](http://hrsearchpros.com/Job_Openings.html)

OR

CONTACT: Ralph Chapman

Email: [Rchapman@HRSearchPros.com](mailto:Rchapman@HRSearchPros.com)

Please reference the JOB POSTING # and the JOB TITLE in the subject line of your email.

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## California State University, Fullerton **Compliance Officer**

Under the general direction of the Director of Faculty and Staff Labor and Employee Relations, the Compliance Officer conducts prompt, thorough, objective, and confidential investigations of complaints by faculty, staff, students, volunteers, applicants (both employment and student admissions), and independent contractors who believe they have suffered unlawful harassment, discrimination, and/or retaliation according to procedures and practices outlined in various California State University Executive Orders including Equal Employment Opportunity (EEO), Title IX and Child Abuse and Neglect Reporting Act (CANRA).

The Compliance Officer works with the California State University, Fullerton's ("CSUF") whistleblower compliance officer in responding to and investigating, when necessary, complaints filed under the

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provisions of the Whistleblower Act. This position is also responsible for identifying, hiring, and supervising outside investigators when necessary.

The Compliance Officer maintains confidential case files, prepares accurate, timely, and detailed written investigation reports, which include findings of fact, and when requested, determines whether a California State University Executive Order or a CSUF policy has been violated including EEO, Title IX and CANRA. The Compliance Officer maintains knowledge of applicable laws and regulations dealing with unlawful harassment, discrimination, and/or retaliation. The Compliance Officer consults with higher level management and develops and implements recommendations, policies, and operational procedures. The Compliance Officer, as the subject matter expert on unlawful harassment, discrimination, and retaliation including EEO, Title IX and CANRA, will be responsible for presenting necessary training to the campus.

In addition to working closely with his/her direct supervisor, the incumbent will develop close and effective working relationships with the Associate Vice President for Human Resources, Diversity and Inclusion, the Director of Diversity, Inclusion and Equity Programs, and the Manager of Labor and Employee Relations who are also supported by this position, as well as various stakeholders within and without the campus community.

#### Primary Duties

- Receives, investigates, and responds to complaints and charges by faculty, staff, students, volunteers, applicants (both employment and student admissions), and independent contractors of discrimination, hostile work environment, harassment, and retaliation as set forth in various California State University Executive Orders including EEO, Title IX and CANRA.
- Maintains confidential case files and complaint logs, prepares accurate, timely, and detailed written investigation reports, which include findings of fact, and when requested, determines whether a California State University Executive Order or a CSUF policy has been violated.
- Maintains awareness of the interpretation and application of all applicable laws and regulations dealing with unlawful harassment, discrimination, and/or retaliation and independently exercises considerable latitude in determining and achieving objectives on a day-to-day basis.
- Consults with higher level management and develops recommendations for improved processes/programs which support fairness, respect, and equity in the workplace.
- Works with the University's whistleblower compliance officer in responding to and investigating those complaints when necessary according to procedures and practices outlined in applicable California State University Executive Orders.
- Recommends the use of external investigations and provides coordination/oversight as necessary for external investigations.
- Attends mediation and/or alternative dispute resolution meetings, if necessary.
- Provides training to the campus on the issues of unlawful harassment, discrimination and retaliation including EEO, Title IX and CANRA.
- Ensures that print material, including HRDI's website, is updated with pertinent information related to compliance areas.
- Other duties as assigned.

#### Qualifications

- Bachelor's degree in Human Resources Management, Business, Public Administration, Labor Relations, Psychology, or other related discipline.
  - Experience conducting investigations in the area of employment law, including discrimination, harassment or retaliation complaints.
  - Knowledge of relevant federal and state laws and regulations pertaining to discrimination, harassment or retaliation.
  - Strong investigative and analytical skills.
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- Strong verbal communication skills in order to make presentations and facilitate effective training programs to all levels of employees.
  - Excellent written communication skills to prepare comprehensive investigation reports.
  - Ability to maintain a high level of confidentiality and sensitivity while receiving discrimination, harassment or retaliation complaints.
  - Ability to handle multiple priorities and changing work conditions.
  - Computer proficiency in order to write reports (Word), create spreadsheets (Excel), create training programs (PowerPoint), and any other programs to carry out the duties of this position.

Preferred Qualifications

- SPHR or PHR certification.
- Juris Doctorate (J.D.)
- Experience working in higher education.
- Experience working in a union environment.

This is a management position. The incumbent will conduct DHR (discrimination, harassment and retaliation) investigations, implement Title IX and the Child Abuse Neglect and Reporting Act. The incumbent will provide training on these areas to the campus community. The full description is below: (At the bottom, there is a link to Cal State Fullerton's Website. Click on <http://hr.fullerton.edu/jobs/> To apply.) We are also recruiting for a **Director of Diversity, Inclusion and Equity Programs**. You will find the announcement for this position as well on the link.

Lisa M. Sanchez, SPHR, Associate Vice President  
HR, Diversity and Inclusion  
[lisasanchez@fullerton.edu](mailto:lisasanchez@fullerton.edu)  
<http://hr.fullerton.edu/jobs/>

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**Parsons Government Services College Recruiter**

Manage the College Recruiting Program for Parsons Government Services  
Pasadena, CA.

Parsons has a robust Early Career Development (ECD) program and long standing relationships with top-tier universities. We are seeking an upbeat, energetic professional to bring our program at Parsons Government Services to the next level.

Requirements:

- 5-8 years of university level recruiting or corporate Early Career Professional/Intern program experience with at least 2 years leading a College Recruiting program.
- Proficiency with MS Access, and MS Excel and applicant tracking systems
- 4-year degree in Business Administration, or Human Resources (or equivalent)
- Excellent communication skills, both oral and written
- Attention to detail
- Ability to "think outside the box" to enable us to try new ideas/events to enhance the program
- Approximately 25% travel required concentrated at the key college fair times--beginning of semesters
- PHR preferred

To read more about the position and apply, please go to  
<http://parsons.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=23671>  
or contact [Seunghye.huggins@parsons.com](mailto:Seunghye.huggins@parsons.com)

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Temp to Perm, **HR for Recruiting & Employment.** The person has to be able to work in a fast pace environment with multiple priorities. The HR department is small and everyone has a full plate. Salary range \$28 - \$30 per hour.

Manage Recruiting and Retention Programs, including, Performance Management, Succession Planning & Development Process.

Recruiting/Retention/Employment

- Recruiting –manage recruitment process from entry level through senior level management (internal and external) and experience in recruiting life cycle.
- Work with management and guide them through best actions to take, keeping in mind EEO laws.
- Working knowledge of ADP Workforce Now Recruiting and Performance modules strongly desired;
- Previous experience implementing Talent Acquisition and Performance Management software strongly desired.
- HR Knowledge – EEO requirements, compliance with federal and state laws and responding to claims, complaints and hearing requirements.
- Knowledge of labor laws (FMLA, FLSA, ADA, CFRA, DFEH), State Leave laws, and safety requirements (OSHA, HazMat). Performance Management systems.
- Ability to create and update company policies based on changes in the law or company practice
- Immigration and I9 Compliance – familiar with basic concepts and laws regarding work authorizations (visas, perm residency cards, EADs, etc.).
- Responsible for insuring the company complies with E-Verify.
- Facilitates visa filings with immigration attorney; prepares and provides necessary documentation for filings; Understanding of H1B and L1 visa is strongly desired.

Payroll and Reporting (secondary)

- Administer Payroll processing and reporting.
- Knowledgeable about multi-state and Federal Wage Laws.
- Administer exempt and non-exempt payroll Prepare and process manual checks.
- Administer Payroll through ADP Workforce Now or similar ADP Products.
- Management of HRIS system, through ADP Workforce Now system.
- Create and preparing monthly reports from payroll system and HRIS system
- Working knowledge of ADP Workforce Now suite strongly desired (HRB, Payroll, Time & Attendance modules)
- Maintain confidential data

This position requires a high level of independent thinking, problem solving and requires decisions to be made daily that will keep the company in compliance with federal and state laws and protect the company from unnecessary litigation. It also requires decisions to be made that will maintain a workforce that is motivated, productive, maintain high retention levels and free from union organization.

- Strong interpersonal and leadership skills
  - Proven strong analytical and mathematical abilities
  - Strong team player/good at working with others
  - Customer focused; Operates with high sense of urgency
  - Able to effectively manage multiple priorities simultaneously
  - Open to changing priorities
  - Knowledge of the business and organization
  - Specific HR knowledge and expertise
  - HR Planning & Analysis
  - Knowledge of ERISA, COBRA, HIPPA regulation (CEBS designation would be helpful)
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- Excellent verbal and written communication skills, strong presentation, project and organizational skills.
  - Self-starter, takes initiative, can research or benchmark to find best practices.
  - Excellent computer skills (Microsoft Office, Excel, PowerPoint, Access, HRIS, Budgeting, Payroll systems, SAP, Ability to program spreadsheets, etc.
  - Influence and Change Management
  - Influence and change management
  - Guide changes in the organization

#### Education

- Bachelor's Degree in HR or equivalent; combination of work experience and education will be considered
- Master's Degree preferred but not required
- HR Certification preferred
- CEBS Certification preferred

#### Overall Related Experience

- 5 to 10 years progressive experience in HR as Generalist or Benefit & Compensation Specialist,
- Experience in wage/salary administration, pension administration, job analysis, benefits administration, benefits administration, workers comp & safety, employee relations and HR consulting.
- Administration of multi-state payroll for exempt and non-exempt employees.
- Experience with international knowledge desired

The position is located in Fountain Valley. Please contact Brian Lamp, [blamp@olystaffing.com](mailto:blamp@olystaffing.com)  
Phone:(626) 447-3558 or (714) 704-4670

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#### HR Director Baldwin Park, CA

Accountable for all human resources functions within a medical center & medical office buildings, which include strategy, integration, planning, training, & communication. Has joint team accountability for the success of a medical center area & participates in the development & implementation of the business plan. Develops strong collaborative leadership relationship w/ KFHP/H leadership teams & the medical group to achieve regional & medical center goals. Participates w/ peers to ensure the rapid transfer of best practices. Establishes & maintains strong working relationships w/ medical center area senior leadership, medical group & KFHP/H departments.

#### Essential Functions:

- Fosters a customer oriented work environment
  - In conjunction w/ regional HR Leadership & Directors, develops & implements policies & practices that reflect the vision of KP
  - Collaborates w/ medical center area management team & the medical group in planning the human relations strategy & direction which supports the business strategies
  - Develops processes for fair selection, recruiting, hiring, & management practices
  - Assesses, develops, implements, & evaluates education & training needs of the internal staff
  - Assures consistent interpretation & application of personnel policies, statutory regulations, & laws, & programs by advising & guiding management in the effective use of all human resources programs consistent w/ the objectives & goals of the service area & division
  - Plans & develops annual budgets for all areas of responsibility
  - Maintains an effective & collaborative relationship w/ the labor unions
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- Develops a multi-disciplinary team of HR consultants, generalists, & specialists
  - Establishes collaboratively w/ the medical center area management team, the overall financial plan & a process to allocate & utilize resources as well as monitor & maintain financial performance
  - Ensures compliance w/ administrative, legal & regulatory requirements of local, state, & regulatory federal agencies

**Basic Qualifications:**

- Extensive (usually six (6) - eight (8) years) experience in project management, strategic planning and management/leadership role of human resources or business management
- Bachelor's degree or equivalent experience, in human resources, business administration or other related field
- Master's degree preferred
- Extensive knowledge of human resources laws and regulations
- Proficient in team building, conflict resolution, group interaction as well as in projects and budget management
- Demonstrated ability to determine the key issues in a particular operational situation, involve the appropriate individuals, and develop appropriate plan of action from multi-disciplinary perspectives.

For complete qualifications and submission details, please go to: [www.jobs.kp.org](http://www.jobs.kp.org)

Reference: Job ID 244816.

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**HR Manager Opportunity**

Revolution Prep is a high-growth, performance-driven company committed to transforming education. Our people define the Revolution. Revolutionaries are talented, resourceful and tenacious. To be a "Revolutionary" means to come to work ready to collaborate, achieve and to inspire. As a result, passion and energy feed into a collegial, entrepreneurial and fast-paced culture that permeates throughout our workspace.

**Responsibilities:**

Revolution Prep is seeking a driven, self-motivated HR professional to own all Human Resources functions, including recruiting talent, administering payroll and benefits, on/off boarding, training & professional development, and maintaining Revolution's dynamic culture. In short, the HR Manager will be responsible for finding, cultivating, and retaining top-notch talent.

**Specific responsibilities include:**

- Manages full-cycle recruitment: Writes job postings/descriptions, posts to job boards, reviews resumes, conducts initial phone screens, coordinates and schedules in-person interviews, drafts offer letters, negotiates salary/benefits, and administers background/reference checks
  - Facilitates on boarding process and training: Executes HR paperwork upon accepted offers, coordinates training with new hires and hiring manager, facilitates orientation and the acts as a cultural steward
  - Administers company-wide payroll: Owns and executes bi-weekly company payroll for 250+employees, reports on payroll and personnel information to upper management on a weekly basis
  - Administers benefits: Negotiates annual renewal rates with brokers and vendors; manages vendors: Anthem Blue Cross, Assurant, Eyemed, Unum, Prudential and Fidelity, hosts monthly benefits discussions for new enrollments, facilitates annual open enrollment meetings
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- Employee engagement: Directs company-wide communication, coordinates company social events, administers quarterly functional health checks, and facilitates semi-annual performance evaluations for all employees

**Qualifications:**

The ideal candidate has a vibrant personality and is devoted to creating a dynamic company culture and engaging workplace. Capable of strong attention to detail and excellent follow through, s/he is task-oriented and excels in a fast-paced, entrepreneurial environment.

**Required skills and abilities:**

- Must be highly organized and able to multi task, and work professionally in a confidential environment
- Minimum of a Bachelor's degree (Concentration in Human Resources, Business, Organizational development preferred)
- 2-5 years of progressive generalist experience in Human Resources positions
- Has a broad knowledge of employment law, compensation, organizational planning, organization development, benefits, employee relations & training preferred
- Experience cultivating relationships with leaders in successful companies and organizations that practice effective Human Resources Management
- PHR/SPHR is a plus

**Compensation:**

Base salary commensurate with experience, comprehensive health-care benefits, generous vacation including paid winter holiday, 401 (k) and vibrant company culture.

Please check out the job posting here:

<https://full-time-revolutionprep.icims.com/jobs/1169/hr-manager/job>

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Econolite Group, Inc. is seeking a proactive, detail-oriented, polished, professional **HR Generalist** to join the team in Anaheim, CA. This position is responsible for interfacing with all levels of the organization and requires a proven ability to partner with business unit leaders to find solutions that meet the organizational goals, maintain privacy and confidentiality, utilize critical thinking skills, and the ability to make independent decisions in accordance with company policies. We are privately owned, family oriented and provide a great work environment. Therefore, finding the right cultural fit is critical!

- Recruits candidate for all of EGI positions. This includes partnering with hiring manager's to develop the recruitment strategy and timeline. Able to effectively source candidates utilizing online job boards, networking, social networking, headhunting, industry associations, referrals and other creative strategies, places ads; pre-screening prospective applicants; Interviews and evaluates candidates for department requirements. Reviews staffing practices for compliance with company policies, relevant laws and regulations.
  - Position will also be responsible for identifying ways to streamline current practices and recommending recruitment strategies for the organization including job fairs, internet, social media and diversity.
  - Partners and consults with VP, HR and other managers to support business objectives utilizing various techniques to support organizational goals and techniques to drive continuous improvement.
  - Ability to develop, deliver and facilitate training programs.
  - Actively participates and /or leads cross-functional process improvement teams.
  - Serves as a proactive customer service & quality ambassador of The Econolite Group, Inc. by representing the organization in a positive, professional manner to support The Brand Promise.
  - Performs other human resources duties as required and assigned.
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#### QUALIFICATIONS:

- 4 -7 years human resources generalist experience. Experience should include recruitment, employee relations, compensation, benefits, training and development, preferably in best practice HR environments.
- 3 + years direct recruiting experience. Previous experience hiring technical candidates (engineering, software engineering) highly preferred.
- Bilingual (English/Spanish) helpful
- PHR certification preferred
- Excellent presentation skills; training facilitation
- Excellent interpersonal skills, ability to develop positive working relationships, conflict resolution, and negotiations; high Emotional Intelligence skills.
- Must have full knowledge of State and Federal employment laws
- Good verbal and written communication skills
- Previous experience supporting organizations over 500 employees highly desired
- Ability to establish metrics/scorecards to demonstrate value-add
- Excellent attention to detail and exceptional follow up skills
- Exhibit strong planning, organizing and project management skills. Ability to multi-task.
- Demonstrate flexibility, and the ability to shift to changing priorities and focus as necessary.
- Shows strong customer service skills especially in assessing department needs, making customer-focused decisions, developing customer relationships and delivering solutions.
- Commitment to quality and integrity.
- Capacity to take initiative when necessary and provide a proactive approach to the work that must be done.
- Must be familiar with Microsoft office including Word, Excel, and PowerPoint, Outlook, Internet, ADP/HRB.
- Ability to work under pressure of projects and deadlines
- Effectively prioritize workload
- Ability to work in a fast paced environment

#### BUSINESS TRAVEL:

- Ability to travel to remote offices throughout the United States, Tecate, Baja California and Ontario, Canada.

#### DISCLAIMER

The above statements are intended to indicate the general nature and level of work performed by employees within this classification. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of employees assigned to this job. Applicant selected will be subject to a government security investigation and must meet eligibility requirements for access to unclassified controlled information. Econolite is an Equal Employment/Affirmative Action Employer

Please submit a resume and salary history to: <http://econolitegroup.com/index.php/careers/>.  
Due to the high volume of resumes, please list your salary requirements.

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#### HR Manager

Revolution Prep, Santa Monica, CA

Revolution Prep is a high-growth, performance-driven company committed to transforming education. Our people define the Revolution. Revolutionaries are talented, resourceful and tenacious. To be a "Revolutionary" means to come to work ready to collaborate, achieve and to inspire. As a result, passion and energy feed into a collegial, entrepreneurial and fast-paced culture that permeates throughout our workspace.

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**Responsibilities:**

Revolution Prep is seeking a driven, self-motivated HR professional to own all Human Resources functions, including recruiting talent, administering payroll and benefits, on/off boarding, training & professional development, and maintaining Revolution's dynamic culture. In short, the HR Manager will be responsible for finding, cultivating, and retaining top-notch talent.

**Specific responsibilities include:**

- Manages full-cycle recruitment: Writes job postings/descriptions, posts to job boards, reviews resumes, conducts initial phone screens, coordinates and schedules in-person interviews, drafts offer letters, negotiates salary/benefits, and administers background/reference checks
- Facilitates on boarding process and training: Executes HR paperwork upon accepted offers, coordinates training with new hires and hiring manager, facilitates orientation and the acts as a cultural steward
- Administers company-wide payroll: Owns and executes bi-weekly company payroll for 250+employees, reports on payroll and personnel information to upper management on a weekly basis
- Administers benefits: Negotiates annual renewal rates with brokers and vendors; manages vendors: Anthem Blue Cross, Assurant, Eyemed, Unum, Prudential and Fidelity, hosts monthly benefits discussions for new enrollments, facilitates annual open enrollment meetings
- Employee engagement: Directs company-wide communication, coordinates company social events, administers quarterly functional health checks, and facilitates semi-annual performance evaluations for all employees

**Qualifications:**

The ideal candidate has a vibrant personality and is devoted to creating a dynamic company culture and engaging workplace. Capable of strong attention to detail and excellent follow through, s/he is task-oriented and excels in a fast-paced, entrepreneurial environment.

**Required skills and abilities:**

- Must be highly organized and able to multi task, and work professionally in a confidential environment
- Minimum of a Bachelor's degree (Concentration in Human Resources, Business, Organizational development preferred)
- 2-5 years of progressive generalist experience in Human Resources positions
- Has a broad knowledge of employment law, compensation, organizational planning, organization development, benefits, employee relations & training preferred
- Experience cultivating relationships with leaders in successful companies and organizations that practice effective Human Resources Management
- PHR/SPHR is a plus

**Compensation:**

Base salary commensurate with experience, comprehensive health-care benefits, generous vacation including paid winter holiday, 401 (k) and vibrant company culture.

Please check out the job posting here:

<https://full-time-revolutionprep.icims.com/jobs/1169/hr-manager/job>

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**Director of Human Resources & Corporate Compliance**

Goodwill Industries Division 600

**SUMMARY DESCRIPTION:**

Under general direction of the Chief Operating Officer, the Director of Human Resources and Corporate Compliance provides leadership and strategic/tactical direction to the Human Resources and Compliance

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team including HR, Learning & Development, Risk & Safety, and Asset Protection. The Director formulates and implements legally compliant HR strategies and initiatives focused on attracting and retaining a diverse workforce in order to support and contribute to the achievement of Goodwill SOLAC's strategic goals and Mission.

#### HUMAN RESOURCES AND CORPORATE COMPLIANCE:

The Director of Human Resources and Corporate Compliance oversees and provides direction for Goodwill SOLAC's Learning and Development practices including onboarding and succession planning. In addition, the Director creates and develops agency-wide group and individualized training opportunities in concert with the Learning and Development Manager and Director of I.T.

The Director provides leadership and oversight for all Risk and Safety programs and initiatives including Workers Compensation analysis and injury prevention.

He/She directs and oversees the company's efforts to prevent and minimize the loss of assets.

The Director oversees the content, production, and distribution of the Human Resources manual and employee handbook. He/She directs employee relations including recruitment and selection, management and reporting systems, classification, salary administration, and the organizations benefit programs. He/she trains and hires Division staff, prepares wage measurement documentation, and ensures the personnel policies are in compliance with the intent, practices, and requirements of California law, Federal regulations, national Goodwill standards and the requirements of the Commission on Accreditation of Rehabilitation Facilities (CARF).

#### EXEMPLARY DUTIES / RESPONSIBILITIES:

The Director of Human Resources and Corporate Compliance directs and participates in the formulation and implementation of Human Resource strategic goals, objectives, policies and priorities; directly administers a comprehensive personnel program; formulates and recommends policies, regulations, and practices for carrying out the program. He/she consults with and advises management, Board of Trustees (as needed), and supervisor to coordinate the various phases of policies, practices, regulations, and resolutions; directs, coordinates, and supervises the administration of the classification and compensation plan, recruitment and selection, fair employment practices, employee benefits, employment performance rating and onboarding programs. He/She administers a system of employee service records and other personnel records, prepares and recommends revisions and amendments relating to personnel matters, and conducts special studies.

- The Director will possess keen knowledge and understanding of Workers Compensation and injury prevention; working closely with the Manager and Broker on claims review, analysis, and injury prevention. Using defined metrics, the Director regularly reports to the CEO, COO, Leadership Team, and Board (as needed), on the status of Workers Compensation and Risk & Safety.
- He/She provides direction and guidance to achieve Goodwill SOLAC's Learning and Development objectives, including becoming a Learning Organization. He/She is responsible for the creation and ongoing management of a succession/talent management plan.
- He/She oversees the Asset Protection department, working to prevent and minimize the loss of assets. Ensures Asset Protection practices conform to Federal and State regulations and Goodwill SOLAC policies and procedures.
- The Director selects, trains, supervises, and evaluates Division staff; demonstrates progressive team-oriented contributions providing leadership and direction as a member of the Leadership Steering Team. Division Director willingly accepts other duties as assigned as related to the well-being of staff.
- Submits annual budget for approvals, and manages division to approved budget.

#### EMPLOYMENT STANDARDS:

#### EDUCATION/EXPERIENCE:

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- Bachelor's Degree from an accredited college or university required, preferably in Human Resources, Psychology, Economics, or other business related discipline.
  - Minimum Six (6) years Human Resources management experience in a multi-unit environment with significant non-exempt populations.
  - PHR/SPHR preferred.

**KNOWLEDGE:**

The Director will possess first-hand knowledge of Workers Compensation and Safety/Risk Management. He/she will have experience in leading corporate learning initiatives. He/She shall possess a working knowledge of the principles and practices of personnel administration, including methods and techniques used in recruitment and selection, classification, salary administration, training, safety, and security. He/she shall be knowledgeable in affirmative action, team management, employee training techniques and program development, applicable Federal, State regulations, ordinances, and policies; reporting requirements of various regulators.

**SKILL:**

The Director of Human Resources shall be skilled in planning, organizing, assigning and leading the activities of Human Resources and Corporate Compliance. He/she shall be adept at presenting ideas effectively, orally and in writing; dealing constructively with conflict and developing consensus; selecting, supervising, training, evaluating assigned staff. He/She shall demonstrate skill in leadership competencies in building a high value organization. He/She must be computer literate and possess competency in all Microsoft programs and applications.

**LICENSES:**

The Director of Human Resources must possess a valid California motor vehicle operator's license and be willing to use his/her personal vehicle in the course of employment. Willing to travel to multiple organization sites.

**DESIRABLE QUALIFICATIONS:**

Demonstrated ability in developing strategic partnerships. Demonstrated knowledge of Federal and State employment laws and regulations including but not limited to FMLA, HIPAA, ADA, COBRA. Ability to clearly articulate and apply Human Resources principles and practices to broad and complex issues.

This job specification should not be construed to imply that these requirements are the exclusive standard of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

Interested parties / referrals should apply through Monster. <http://jobview.monster.com/Director-of-Human-Resources-Corporate-Compliance-Job-Long-Beach-CA-132033515.aspx>

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The **Regional HR Manager** position is responsible for managing and advising on HR processes for a region of Bon Appetit accounts in the area of attracting, retaining, developing and recognizing Bon Appétit employees. This position will primarily focus in HR areas such as performance management, employee relations, training and development, complex investigations, handbook interpretation, advising on staffing and recruiting, rewards and recognition, and compensation. The position will be located in Southern California area but will report to the HR department in Northern California.

**REQUIREMENTS:**

Career Level Mid-Career (2+ Years' Experience)

Sector Bon Appetit

Areas of Interest Human Resources

**POSITION OBJECTIVES:**

In the performance of their respective tasks and duties all positions are expected to follow the following basic competencies:

- Perform quality HR work.
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- Interact professionally with all levels of the company, resources, managers, employees, customers and suppliers.
  - Work effectively as a team contributor on all assignments.
  - Work independently while understanding the necessity for communicating and coordinating work efforts.

#### MAJOR DUTIES/FUNCTIONS/TASKS:

This position will be assigned to work with a Regional Vice President and a team of District Managers, General Managers, Executives chefs and other leaders in areas of human resources.

- Provides advice in the areas of employee relations, coaching and counseling, recruitment and separation, worker's compensation, disability and leave management, benefits, job descriptions, compensation, performance management, training, and other areas of human resources.
- Advises managers and supervisors on Bon Appetit employment policies, referencing the handbook, policies and procedures, and appropriate practices.
- Submits a monthly Human Resource report to evaluate progress on HR activities.
- Manage employee relations cases by working with employees to resolve sensitive or difficult work-related problems. Conduct investigations, review employee coaching documents and performance action plans.
- Assist with HR-related safety and worker's compensation cases.
- Administer and set-up all personnel files and ensure they are in compliance with California and federal laws.
- Assist with the performance evaluation process in content to Bon Appetit standards.
- Serves as the leave of absence liaison between employee and LOA on complicated cases that require HR assistance.
- Conduct training and development courses on HR content to include the open communication process, updated legislative procedures, handbook, policies and procedures, wage/hour, benefits, code of conduct and client special requirements.
- Manage sensitive and confidential information responsibly to include coaching documents, wages, and performance action plans.

#### SKILLS/REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duties 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.

- A 4-year degree in HR Management, Psychology or Business Management.
  - 5-7 years in lieu of a degree.
  - 5 years of previous HR Manager experience preferably in the food service industry.
  - Good working knowledge of human resources especially for the state of California. Has knowledge of payroll concepts, employee relations, policies and procedures, employment practices, compensation, LOA, FMLA, performance management and training.
  - Strong analytical skills to conduct analysis and develop recommendations, demonstrates organizational skills, problem-solving skills, active listening and critical thinking skills.
  - Excellent in communicating clearly and effectively verbally and in writing and in integrating information in the completion of assignments.
  - Demonstrated ability to handle difficult or volatile situations/individuals effectively.
  - Demonstrates skill in prioritizing competing work assignments, employing political acumen and integrating information to determine appropriate courses of action and their implications.
  - Must be able to handle sensitive personnel issues with confidentiality, tact, and discretion.
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- Ability to work well in a team environment.

CERTIFICATES, LICENSES, REGISTRATIONS:

- PHR or SPHR certification is a plus.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Stand, walk, sit, talk or hear, and taste or smell.
- Walk; use hands or fingers, handle, or feel; stoop, kneel, crouch, or crawl; reach with hands and arms.
- Regularly lift and/or move up to 25 pounds and may occasionally lift up to 50 pounds.
- Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

LANGUAGE SKILLS:

- Ability to read and comprehend instructions, correspondence, and memos written in English. Strong attention to detail.
- Strong communication skills to include conflict resolution and problem solving.
- Prior experience with presenting in front of a group.
- Ability to lead meetings and trainings with employees and other members of the company.
- Bilingual English/Spanish is a plus.

Achieving leadership in the foodservice industry

Compass Group North America is a diversity growth-oriented organization. Our goal is to improve the quality of work life by using fair and consistent treatment and providing equal growth opportunities for ALL associates. We are an Equal Opportunity Employer that considers applicants without regard to race, sex, religion, national origin, disability or protected veteran status.

<http://compassitmext.authoria.net/login.html>

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A boutique Los Angeles-based professional services company seeks a smart, energetic, and professional **Part-Time HR Specialist/Consultant** ASAP. Get in on the ground floor of an exciting HR Consulting business venture!

Starting with 25-30 hours per week, the Specialist will act as our on-site consultant for one client. In time, we may have you working on two to three clients all within the Greater Los Angeles Metropolitan Area. We are currently building clientele, so Full Time work may be an option sooner rather than later.

Essential Duties & Responsibilities

- Bi-weekly Payroll Administration
  - Manufacturing & Sales Industry experience to calculate commissions
  - On-Boarding (New Hire Paperwork & Orientation)
  - Off-Boarding
  - Leaves of Absence, PTO, Sick Day Tracking
  - Employee Relations issues
  - EDD / WC / UI Claims (Appeals)
  - Employee File Compliance / Filing / Upkeep
  - Accident Investigations
  - HRIS Updates /Changes
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- Recruitment / Hiring
  - Development and implementation of policies and procedures AND maintain Employee Handbook
  - Miscellaneous Tasks, Paperwork, Assignments (as assigned)
  - Benefits Administration

#### Requirements

- A Bachelor's degree in Human Resources or a related field
- A highly strategic person with a minimum of 2-5 years of human resources experience
- A self-sufficient and experienced specialist/manager with experience over various industries and firms is highly desirable
- An avid learner with experience working in a Fortune 500 with best practices in Human Resources
- An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills -- a people person
- Excellent communication and interpersonal skills with both management and non-management employees is critical
- Diverse experiences in managing a range of administrative areas of responsibility

Pay rate: \$17-20 per hour based on experience

Please submit a resume and cover letter to [Seth@EttmanGroup.com](mailto:Seth@EttmanGroup.com)

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#### **Office Manager**

Manhattan Beach, CA

\$60,000-70,000 compensation

Full Time Employment

Nationally recognized South Bay Company (with a niche on their market) is looking for a solid and well-rounded Office Manager to manage all Financial, Administrative, Human Resources, and Client Services department operations.

#### Duties:

Financial duties include the management of all financial affairs of the company. Manage cash flow and be aware at all times of the profit and loss position of the company. Accounting duties include accounts payable, accounts receivable, and all payroll functions including collecting, tabulating, and reporting payroll to ADP.

Administrative duties include purchasing and vendor management including the review of insurance carriers, banks, and credit card vendors. The Office Manager will also direct the procedures of the company and will engage computer and technology needs as necessary to optimize efficiency.

Human Resources duties include new staff recruitment, maintain and update the employee handbook, compliance, on-boarding (the securing and maintaining of all required paperwork for current and new employees)

Client Services duties include the management of the Client Services Department staff that field all prospective client calls, current client calls, and other internal/external calls, and all staff scheduling

Position reports to the President

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#### Requirements:

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- MS Office (Word, Excel and Outlook)
  - Proficiency and recent experience on QuickBooks
  - 5+ years of office management experience
  - Confident, professional, strong communicator, adaptable, team player

Excellent benefits, environment and opportunity

[jodi.zarin@systemoneservices.com](mailto:jodi.zarin@systemoneservices.com)

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### **Tough Minded HR Professional Needed**

Location: San Fernando Valley

My client has a variety of very difficult HR situations to deal with. They need a tough-minded but compassionate professional HR manager to help train managers and improve morale and productivity. May consider a part-time position or consultant. Emails first please.

Jim Twerdahl

Contact: [jim@twerdahl.net](mailto:jim@twerdahl.net) or (323) 931-8538

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Regal/Lakeside is looking for two temp to hire **Recruiting Specialists** with HR experience to support all phases of the recruitment process for a team of three. This position will manage job openings, work with hiring managers, schedule and coordinate interviews, greet candidates, collect applications and will facilitate testing when necessary. They will work closely with the Recruiting manager on reviewing resumes, pre-screening and interviewing as well as checking references. The Specialists will also provide administrative support by creating offer letters and scheduling pre-hire physicals, drug screens and background checks as well as maintaining recruiting reports, new hire reports and scheduling team meetings. This position will also assist with New Hire Orientation and the on-boarding process.

### **Responsibilities**

- Post job openings and track candidates and interviews
- Schedule interviews for multiple locations
- Assist in managing 95-130 openings at any given time
- Schedule and interview top tier candidates before hiring decisions are made
- Prepare new hire offer letters as well as internal offer letters for promotion and transfers
- Submit pre-employment background requests, drug screens and physicals
- Pre-screen and forward resumes to Hiring Managers
- Assist the recruiting team with overall recruiting goals
- Participate in special projects such as recruiting initiatives and team campaigns
- Coordinate the scheduling of recruiting meetings, new hire orientation, job fairs, Open Houses and will work closely with marketing in preparing collateral for events
- Will also support the HR department by providing customer service and support to employees
- Will manage and work on special HR assignments and projects

### **Experience**

- 3-4 years of experience in a Recruiting position
  - Must thrive in a fast paced environment and work well under pressure
  - Experience managing multiple, competing priorities
  - Proven to be organized and task-oriented with ability to meet deadlines
  - Demonstrated problem solving and decision making ability
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- Excellent written and verbal communication skills, with the ability to communicate effectively by e-mail and phone with internal and external customers
  - Polished and professional demeanor with effective interpersonal and relationship building skills
  - Ability to take initiative and proactively provide suggestions and offer solutions in a team environment
  - Experience handling a high volume desk
  - Excellent Computer skills; proficient with Microsoft™ Office suite
  - Desire for a career in recruiting or Human Resources

Teresa Sanchez, [TSanchez@RegalMed.com](mailto:TSanchez@RegalMed.com)

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Regal/Lakeside is looking for a full time, temp to hire **Recruiting Coordinator** with HR experience to support all phases of the recruitment process for a team of five.

Responsibilities:

- Assist recruiting team with scheduling interviews and prescreening candidates.
- Run pre-employment physicals, drug screens and background checks.
- Assist with job postings and reviewing resume submittals.
- Reference checks on all new hires and preparing offer letters and files.
- Assist in planning and staffing job fairs and Open Houses.

Experience:

- 2-3 years of experience as a recruiting coordinator
- Ability to handle multiple projects at once and able to meet deadlines.
- Strong multi-tasking and organizational skills.
- Ability to work in a fast paced environment.
- Experience or education in Human Resources is a strong plus.

Teresa Sanchez, [TSanchez@RegalMed.com](mailto:TSanchez@RegalMed.com)

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We are currently looking for an **HR Manager (contract)** opening for our creative studio. The main office is in Santa Monica and this position will be responsible for employee population at two offices.

The HR Manager position would collaborate with Executive Leadership, to develop, lead and manage HR strategy and execution. We are looking for a business partner who is not just an HR generalist, but an exceptional relationship manager and asset to the business.

Here is a little more about our sister company:

"We craft spectacular visual experiences in any space, on any screen.

We have been one of the global leaders in VFX for over 25 years and counting, with industry-leading facilities in London, Vancouver, Montréal, Los Angeles, New York, Amsterdam, Bangalore and Mexico City.

Renowned for adding visual wonder and creative expertise to the advertising, film and entertainment industries, some of our most famous projects include blockbuster movies and famous advertising campaigns for major household brands.

Our broad range of skill-sets provide a multitude of creative solutions, including concept design, pre-viz, shoot supervision, 2D compositing, 3D/CG effects, animation, motion design, software development, digital & experiential production, colour grading for advertising and any combination of these services."

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If you or someone you know may be interested, please send resumes directly to me at:

[Keith.Burchstead@technicolor.com](mailto:Keith.Burchstead@technicolor.com).

Keith Burchstead, SPHR  
Sr. Human Resources Manager  
Technicolor  
HRCC US, Canada, Mexico  
O: 818-260-4903 F: 818-260-4013  
2255 Ontario Street, Suite 180, Burbank, CA 91504

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**HR Manager** (Factory Experience // Nestle USA, Bakersfield, CA)-13006661

**Position Summary:**

Coordinates the efforts of HR staff. Oversees day-to-day workflow and ensures that all requests and HR issues are resolved in a timely manner. Proficient in all areas of Human Resources, including, but not limited to; employee relations, staffing, organizational development, training and policies and procedures.

**Key Areas of Responsibility:**

- Manage the Human Resources staff. Ensure members of the HR team are fully competent in their areas of expertise and that cross training provides a back-up for every significant role.
- Staffing – ensure the plant has the appropriate number of full-time, call-in and temporary staff to meet production needs and overall plant performance.
- Manage the relationship with temporary staffing agency(ies) where applicable.
- Manage all employee relations issues and ensure policies and procedures are adhered to consistently and with proper consequence if violations occur.
- Oversee the administration of plant processes, including, but not limited to; special events, service awards, FMLA, corrective action, investigations, job placement system and legal compliance.
- Ensure all required training is completed and documented.
- Support NCE initiatives, as required.
- Ensure compliance with all regulatory and Nestlé guidelines pertaining to safety, health, and environmental
- All other duties as assigned.

**Education:**

- Bachelor's degree in Human Resources or Business/related field and/or equivalent job experience.

**Experience:**

- 8+ years Human Resources experience

**Skills:**

- Demonstrated interpersonal/ communication skills. Excellent organization/planning skills. Solid Microsoft Office skills. Knowledge of employment law and regulations.

<https://nestleusa.taleo.net/careersection/2/jobprint.ftl>

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If you are a **HR Manager** with 5+ years of experience overseeing Human Resources operations - we want to talk to you!

The Human Resources Manager will oversee HR operations to include labor relations (union activities), organizational development and safety (Los Angeles Region and remote facilities). Deliver high quality, value added HR services in the areas of organizational change, communication systems, employee

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relations, staffing, safety, training and development, performance management, employee benefits, compensation, and legal advisement.

Position is based out of the company's headquarters in Norwalk, California and reports directly to Weber's Vice President, Human Resources (VP, HR).

#### Desired Skills and Experience

- Bachelors and/or MBA Degree in Business Administration, Human Resources or related study.
- Experience in a similar environment or a combination of education-training and experience.
- 5+ years in an HR leadership role with proven track record of success. Experience in HR warehouse operations within in 3rd Party Logistics and/or distribution, preferred.
- Union experience is a MUST
- Excellent written, verbal, public presentation /communication skills and strong interpersonal skills required.
- Able to work effectively with a wide range of personnel.

<http://www.linkedin.com/jobs2/view/13094381>

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#### HR Manager

Founding in 1923, Pacific Lodge Youth Services creates a supportive, therapeutic residential environment for adolescent boys (ages 13-18) in the juvenile justice system who are experiencing psychological, emotional or behavioral problems. Every client placed at Pacific Lodge is in the foster care system, either temporarily or permanently and require a specific treatment environment. More than a room and board institution for difficult teens, Pacific Lodge is a nonprofit 501(c)(3) and provides highly specialized programs and around the clock individualized services by well-trained professional staff. Pacific Lodge's comprehensive approach is needed to redirect the path of today's probation youth's from crime, ignorance and shame to a self-directed future of productivity and realistic hope in their daily lives.

We are seeking a full-time Human Resources Manager to join our team.

**BROAD RESPONSIBILITIES:** The Human Resources Manager must plan, organize, direct and review centralized human resources, safety and risk management services and functions; provide for adequate and qualified personnel to meet current and future Pacific Lodge Youth Services employment needs; insure opportunities exist for employees to develop and perform to the maximum of their potential. Must work well with Department heads in resolving organizational issues and with employees in dealing with job-related problems; analyze and recommend on policies and procedures; develop new services and programs; communicate clearly and concisely, orally and in writing; collect, compile, and analyze information and data.

#### SPECIFIC RESPONSIBILITIES:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Develop and recommend objectives, policies, programs and procedures that maintains a creative and results oriented personnel, safety and risk management services department.
2. Recommend on staffing and recruitment needs including succession planning for managerial, supervisory and other personnel.
3. Administer the recruitment, examination and selection of personnel; encourage qualified Pacific Lodge Youth Services employees to participate in open or promotional examinations.
4. Maintain personnel records; maintain and administer a performance based, job related classification program including career mobility ladders.
5. Assist departments in utilizing monetary and non-financial rewards and incentives to motivate employee performance.
6. Direct or provide assistance to departments in assessing managerial, supervisory and employee performance, training and skill development; insure that cost-effective training and development

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plans are implemented to meet existing and future job skill requirements; administer Equal Employment Opportunity program and assist departments on EEO objectives; counsel managers, supervisors and employees in handling evaluations, interpersonal problems and assist in achieving conflict resolution; assist in team building processes within and among departments; make studies and appropriate reports on personnel, safety and risk management services; prepare the department's annual budget; perform related duties as assigned.

**QUALIFICATIONS:**

1. Equivalent to a Bachelor's degree from an accredited college or university with major study in personnel administration, public administration, psychology or a closely related field.
2. Sufficient years of general human resources administration experience to obtain the knowledge and abilities listed below.
3. Knowledge of principles, methods practices and laws of human resources administration; principles of organization, management and supervision; statistical concepts and methods.
4. Satisfactorily fulfill requirements for employment at Pacific Lodge, such as employment references, physical examination/TB Test, criminal record (Live Scan-fingerprints), clearances, etc.
5. Possess a valid California driver's license and a clean driving record in compliance with personnel standards.
6. All employees, regardless of position, serve as role models for children and adolescents who are served by our agency. Therefore, each employee must at all times be emotionally stable and able to function effectively with children, adolescents and adults who may have mental or behavioral health problems. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions as well as inappropriate emotional expression is not acceptable.

We offer a competitive benefits package. If you would like to become part of our future, then please submit your resume for employment consideration to [job4hr@aol.com](mailto:job4hr@aol.com).

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I have an opportunity for an **HR Generalist** located in the South Bay area of So. Cal. We are looking for someone who is bilingual English/Spanish, has 2-3 years of HR experience (enough to know their way around the basics), a college degree or equivalent, is sharp and is willing to be trained into the position. This is a non-exempt position that is more than clerical and pay is commensurate with skills and background. If interested or can make a referral, please send resume to [jvigneau@eqhrsolutions.com](mailto:jvigneau@eqhrsolutions.com).

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**HR Specialist**

**The Opportunity**

In this key position, as the Human Resources (HR) Specialist you will be challenged and encouraged to be your best, to expand and to develop your skills. Be prepared to engage proactively, and to think strategically.

Reporting to the Director of Human Resources, you will provide analytical, functional and technical support to the HR organization. As a human resources specialist with a broad range of responsibilities you will assist in the management of multiple functions and execution of programs, policies and procedures in support of the company's HR strategic business plan, administration of Human Resources Information Systems (HRIS) as well as, the review, documentation and implementation of HR business processes, coordination of company event planning, etc.

**Responsibilities:**

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- Provide systems support and analysis leveraging technology solutions to meet the needs of the HR department and users of HR information systems throughout the enterprise and conduct training sessions to HR end-users.
  - Data management and reporting through HRIS systems, serving as lead for HRIS system projects, and the administration of Company's technology programs.
  - Facilitate and assess the needs for various functional areas within HR, develop requirements and specifications for enhancements to existing applications and/or new applications, as well as provide project management to the overall process from design through implementation.
  - Identify, track, monitor and communicate project-related issues, scope changes, variances, and contingencies that occur during the course of various projects.
  - Maintain knowledge of and define government regulations
  - Review and standardize all business unit company policies and procedures.
  - Provide administrative support to the Director of Human Resources, as needed.

#### Qualifications

The successful candidate will be a motivated and flexible individual willing to take on administrative, as well as large scale functional projects with ease and enthusiasm.

- Bachelor's degree in Human Resources or a related field.
- 4+ years Human Resources generalist experience with expertise in HRIS functional areas with a strong emphasis in the ability to manage multiple projects.
- Experience working in shared service delivery and strategic business partner model.
- Ability to be handle high volume workload, "roll up your sleeves".
- Demonstrated experience with HRIS configuration, implementation, and workflow processes.
- Strong analytical and quality skills with a clear focus on thoroughness.
- Experience working in Human Resources function with a shared service delivery and strategic business partner model.
- Intermediate to Advance level MS Office (Outlook, Word, Excel, PowerPoint).
- The ability to understand business goals and recommend new approaches, policies and procedures to effect continual improvements in business objectives, productivity and development of HR within the company.
- Thorough knowledge of the state, federal and other compliance laws and regulations; and employee benefit and compensation field.
- Excellent written communication and presentation skills with the ability to effectively communicate with all levels of the organization.
- Ability to travel to multiple locations.

Marshall Van Wormer, 323-669-7381

[mvanwormer@sbcglobal.net](mailto:mvanwormer@sbcglobal.net)

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#### Benefits Specialist

A West Los Angeles growing company is in need of an HR/Benefits Specialist to join their growing HR team. The primary responsibility is to own all aspects of employee benefits within the HR function; this includes, but is not limited to Healthcare, 401k, Leave of Absence, Workers Compensation, on boarding and off boarding. As the Benefits Specialist your main duties would be LOA and Worker's compensation. Must have at least 2-3 years of experience handling this. We are looking for a Benefits Specialist with an outgoing personality and someone who is looking to work in a fast paced environment. This company is always looking at ways to improve their processes and procedures, so someone who is up on the latest and greatest in terms of technology and trends is ideal. Any experience with ADP is a plus, but strong MS Word and Excel skills are ideal. This is a temporary to full-time position paying \$45-50K, DOE.

If you meet the qualifications, please go to [www.officeteam.com](http://www.officeteam.com) and apply to job # 00321-009307

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We are looking for a **Summer Intern (Unpaid)** to join our team at the Tierra del Sol Foundation, located in the East San Fernando Valley, in the city of Sunland, at our beautiful 7-acre campus. We are a non-profit charity that serves adults with developmental disabilities, with over 300 employees. This is an unpaid internship and we prefer the individual selected will get college credit for their time.

This is a great opportunity for the right person to learn first-hand about recruiting, training, benefits administration and other facets of Human Resources. If you or someone you know is interested, please go to [www.internships.com/human-resources/Human-Resources-Internship-l6664196](http://www.internships.com/human-resources/Human-Resources-Internship-l6664196) for more details.

Kevin R. Panet, MS HRM, SPHR-CA  
Human Resources Manager  
Tierra Del Sol Foundation  
9919 Sunland Blvd., Sunland, CA 91040  
P: 818-352-1419, Ext. 238, C: 805-285-1412, F: 818-951-6680  
[www.TierraDelSol.org](http://www.TierraDelSol.org), [KPanet@TierraDelSol.org](mailto:KPanet@TierraDelSol.org)

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### Compensation Manager

Requirement for a Compensation Manager for a company in the hospitality industry, located in Northern Los Angeles County.

Searching for a highly motivated Compensation Manager who understands the management of compensation/incentive programs, policies and procedures, salary structures, reviews and benchmark studies. Reporting directly to the Director for Total Rewards, this person has excellent analytical and organizational skills to interact with auditors, consultants, employees, various departments and senior management.

#### Responsibilities

- Designs, develops and implements domestic and international compensation plans, programs and policies that are competitive with the identified market and internally equitable.
- Develops annual merit matrices and guidelines and directs the domestic and international annual merit increase programs.
- Oversees job evaluations and classifications to ensure they are consistent with the competitive market and are internally equitable.
- Designs compensation policies, plans and programs in a legally compliant manner.
- Designs, develops and implements compensation plans, programs and policies for shipboard operations that are competitive with the identified market and internally equitable.
- Establishes the salary budget and structure movement based on market research and overall company performance.
- Conducts research to identify market index, salary trends and compensation best practices.
- Ensures that plans and programs are aligned with company and business unit strategies and objectives.
- Works with various business units to design incentive plans that are competitive and reward appropriate behaviors and performance factors.
- Administers annual bonus plans for exempt employees.

#### Requirements

- Bachelor's degree or equivalent work experience.
  - Minimum of seven years' experience in progressively responsible positions in the area of compensation design and administration.
  - Strong management skills with the ability to assign responsibilities, allocate resources and direct corrective action to attain favorable business impact.
  - Strong analytical and organizational skills with the ability to handle multiple tasks and meet deadlines.
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- Proficient in the use of internet technology and computer business applications, specifically Microsoft Word and Excel.

Compensation:

Base salary and benefits competitive in the marketplace.

If interested, contact:

Bill Groenekamp, Groenekamp and Associates  
2922 Oakhurst Avenue, Los Angeles, Ca. 90034

[bill@hrwag.com](mailto:bill@hrwag.com)

Office: 310-838-2740 or Cell: 310-855-0119

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**Payroll Manager** with a minimum of 5 years' experience.

Duties include:

- Process payroll for 300+ employees (ADP).
- Prepare timely and accurate tax reports for state and federal agencies
- Maintain calculations of vacation, leave of absence and personal time off accruals
- Yearend payroll processing including W2 and tax forms.
- Collaborate with Benefits Manager to ensure that benefit deductions are accurate
- Work closely with the CFO to regulate payroll policies and procedures

Requirements:

- 5+ years' experience managing a large payroll
- Working knowledge of ADP
- Multi State payroll processing experience
- Advanced skills in Microsoft Excel
- Experience with benefit deductions
- Excellent communication skills and a "team player" work style
- Bachelor's Degree is required

\$65k+

Cyndi Nieto, Partner

Elite Placement Group

9150 Wilshire Blvd Suite 270, Beverly Hills, CA 90212

310.277.2600 | 310.288.0209 | [cyndi@eliteplacementgroup.com](mailto:cyndi@eliteplacementgroup.com)

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**HR Manager**, Manufacturing – Owensboro, KY - Japanese owned automotive parts manufacturer with 750 employees at this location has opening for HR generalist/manager. 4 year degree required, skills in training and development and systems desired. Position reports to GM / HR at site. Salary range 60 to 70k plus full relocation offered.

Contact [ke@fishelhr.com](mailto:ke@fishelhr.com) if you are interested.

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### **HR Generalist**

Reports To: Vice President, Human Resources

Office Location: Econolite Group, Inc., 3360 E. La Palma Ave, Anaheim, CA 92806

Econolite Group, Inc. is seeking a proactive, detail-oriented, polished, professional HR Generalist to join the team in Anaheim, CA. This position is responsible for interfacing with all levels of the organization and requires a proven ability to partner with business unit leaders to find solutions that meet the organizational goals, maintain privacy and confidentiality, utilize critical thinking skills, and the ability to make independent decisions in accordance with company policies. We are privately owned, family oriented and provide a great work environment. Therefore, finding the right cultural fit is critical!

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- Recruits candidate for all of EGI positions. This includes partnering with hiring manager's to develop the recruitment strategy and timeline. Able to effectively source candidates utilizing online job boards, networking, social networking, headhunting, industry associations, referrals and other creative strategies, places ads; pre-screening prospective applicants; Interviews and evaluates candidates for department requirements. Reviews staffing practices for compliance with company policies, relevant laws and regulations.
  - Position will also be responsible for identifying ways to streamline current practices and recommending recruitment strategies for the organization including job fairs, internet, social media and diversity.
  - Partners and consults with VP, HR and other managers to support business objectives utilizing various techniques to support organizational goals and techniques to drive continuous improvement.
  - Ability to develop, deliver and facilitate training programs.
  - Actively participates and /or leads cross-functional process improvement teams.
  - Serves as a proactive customer service & quality ambassador of The Econolite Group, Inc. by representing the organization in a positive, professional manner to support The Brand Promise.
  - Performs other human resources duties as required and assigned.

#### QUALIFICATIONS:

- 4 -7 years human resources generalist experience. Experience should include recruitment, employee relations, compensation, benefits, training and development, preferably in best practice HR environments.
- 3 + years direct recruiting experience. Previous experience hiring technical candidates (engineering, software engineering) highly preferred.
- Bilingual (English/Spanish) helpful
- PHR certification preferred
- Excellent presentation skills; training facilitation
- Excellent interpersonal skills, ability to develop positive working relationships, conflict resolution, and negotiations; high Emotional Intelligence skills.
- Must have full knowledge of State and Federal employment laws
- Good verbal and written communication skills
- Previous experience supporting organizations over 500 employees highly desired
- Ability to establish metrics/scorecards to demonstrate value-add
- Excellent attention to detail and exceptional follow up skills
- Exhibit strong planning, organizing and project management skills. Ability to multi-task.
- Demonstrate flexibility, and the ability to shift to changing priorities and focus as necessary.
- Shows strong customer service skills especially in assessing department needs, making customer-focused decisions, developing customer relationships and delivering solutions.
- Commitment to quality and integrity.
- Capacity to take initiative when necessary and provide a proactive approach to the work that must be done.
- Must be familiar with Microsoft office including Word, Excel, and PowerPoint, Outlook, Internet, ADP/HRB.
- Ability to work under pressure of projects and deadlines
- Effectively prioritize workload
- Ability to work in a fast paced environment

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#### BUSINESS TRAVEL:



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- Ability to travel to remote offices throughout the United States, Tecate, Baja California and Ontario, Canada.

#### DISCLAIMER

The above statements are intended to indicate the general nature and level of work performed by employees within this classification. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of employees assigned to this job. Applicant selected will be subject to a government security investigation and must meet eligibility requirements for access to unclassified controlled information. Econolite is an Equal Employment/Affirmative Action Employer

Please submit a resume and salary history to: <http://econolitegroup.com/index.php/careers/>.  
Due to the high volume of resumes, please list your salary requirements.

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**HR Director**, Sales Division, Tech - San Jose, CA - Multinational semiconductor company has opening for HR Director in San Jose. Position supports 200 sales professionals and reports directly to business unit leader. 4 year degree and experience in tech industry desired. Local candidates only - Salary range 150 to 180k

Contact [ke@fishelhr.com](mailto:ke@fishelhr.com) if interested.

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#### Administrative Support Assistant II

Full time Salary: \$2,539.00 - \$3,808.00 Monthly or \$30,468.00 - \$45,696.00 Annually  
Location: CSU San Bernardino - 5500 University Parkway, San Bernardino, California  
Department: Administration & Finance

##### Typical Activities:

Under the general supervision of the University Enterprises Corporation Human Resources Manager, the incumbent will perform a full range of moderate to complex work assignments involving the use of judgment and discretion in support of the University Enterprises Corporation "UEC" Human Resources Department. The incumbent will provide customer service to students, staff and faculty regarding employment with UEC. The incumbent will need to articulate and communicate; both orally and in writing, the Human Resources policies and procedures of UEC to employees including on-boarding and conducting new hire orientations. The incumbent will be responsible for accurate and timely distribution of employee documentation needed to process semi-monthly payroll. Incumbent will be responsible for the maintenance, confidentiality and retention of all personnel files and tracking of regulatory and internal documents and correspondence through use of various software programs and HRIS systems. Incumbent will oversee basic website maintenance, insuring accuracy of information and forms contained on the site. Incumbent will perform reception duties, including filing of documents, answering telephones, ordering supplies and the creation of multiple packets, forms, letters, and memos. It is crucial for the incumbent to set own priorities regularly, manage multiple work assignments, meet necessary deadlines, and perform other duties as assigned while working in an environment of constant interruptions.

##### Minimum Qualifications:

Applicants must possess the equivalent to two years of experience in general office clerical work along with a thorough knowledge of office methods, procedures and practices. Experience in Human Resources or employment related field; specifically with employee on-boarding, is strongly preferred. The applicant must be detail oriented, accurate, and efficient. A general knowledge of applicable university infrastructure, policies and procedures is necessary along with thorough knowledge of correct English, grammar, spelling and punctuation. Fluency in using standard office software such as the Microsoft Office suite and Adobe Acrobat is required. Experience in utilizing HRIS software is desired. The ability to learn, interpret independently, and apply a variety of complex policies and procedures is required along with the ability to identify deviations from applicable policies. The ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough and, at times, creative solutions is required. The ability to perform standard arithmetic functions of a transactional nature is required. The ability to work with and take direction from a diverse group of people is required. Active problem solving skills are required along with effective interpersonal skills.

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Supplemental Information:

- Current employees will be given preferred consideration.
- The successful candidate(s) is required to complete a background check prior to assuming this position.
- Fingerprinting is a requirement of this position.

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

California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Christia Williams, Human Resources Manager  
University Enterprises Corporation at CSUSB  
5500 University Pkwy, San Bernardino, CA 92407  
909-537-3544 (direct) or 909-537-7712 (fax)  
[cwilliam@csusb.edu](mailto:cwilliam@csusb.edu) | [hr-fdn@csusb.edu](mailto:hr-fdn@csusb.edu)  
<http://uec.csusb.edu/HR/1-hr-index.html>

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