



**SEGUE  
SOLUTIONS**

# Career Strategy May 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>April 2014 United States 6.3%</b>		<b>Unemployment Rates</b>		<b>April 2014 Los Angeles County 8.3%</b>
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### Do's and Don'ts for Your Job Search<sup>1</sup>

Here are reminders of what to do and what not to do when interviewing, negotiating salary and using LinkedIn:

#### Interviewing

1. Don't leave your phone on during the interview.
2. Do make eye contact.
3. Do wait to be invited to sit down.
4. Don't answer the "tell me about yourself" question by including why you left your last job.
5. Do answer that question by focusing on your appropriate skills, experience and abilities.
6. Don't answer questions with just a 'yes' and 'no' without providing any additional clarity.
7. Do answer questions with a focus on the needs of the interviewer.
8. Do ask questions that allow you to gain greater insight into the job.
9. Don't allow the interview to end without asking "what are the next steps in the process?"
10. Do ask what you can expect to happen from this point forward and when you can expect to hear.
11. Do get a business card from everyone who interviewed you.
12. Don't reveal too much about the personal you as opposed to the professional you.
13. Don't assume that someone who agrees to give you a reference will provide a good one.
14. Do confirm that references will be positive.
15. Don't provide references of people that won't have the time to return calls or respond to requests.
16. Do confirm that all contact information is up to date for your references including phone number, email, mailing address and current employer.
17. Don't assume your reference will keep you up-to-date if they hear from the company.
18. Do ask your reference to keep you updated if they hear anything.
19. Don't assume your professional references have to be your direct supervisor.
20. Don't give your reference information when initially submitting your resume.
21. Do spend the time picking the best references possible.
22. Do have three to five references ready at any time.
23. Don't neglect to thank your references.

#### Salary

24. Don't think that you should negotiate salary based on what you need.
25. Do negotiate based on receiving the highest salary that the employer is willing to pay for the position.
26. Don't base your negotiations on your last salary.
27. Do have a sense of your 'value' in the current market place.
28. Don't undervalue or overvalue yourself.
29. Don't enter negotiations without a sense of what the company might be willing to pay.
30. Do gather as much market information as possible to create a well-executed salary negotiation plan.
31. Don't ask about the salary before the interview.

<sup>1</sup> Source: <http://www.lioncubjobsearch.com/2012/05/55-dos-and-donts-for-your-job-search.html>

32. Don't bring up salary expectations before you receive an offer.
33. Do understand that the first offer is just an initial proposal and they expect a counter offer.
34. Do be ready with a rational counteroffer.
35. Don't forget to factor in benefits when considering an offer.
36. Don't assume that 'health benefits' means the same thing on every job.
37. Do get an understanding of what health benefits means in that company and how much you have to pay for the type of coverage you (and your family) need.
38. Don't forget to inquire if the benefit package is negotiable.

#### **Social Media**

39. Don't just wait for something to just happen on LinkedIn, be proactive and make it happen.
40. Do be selective in who you connect with.
41. Don't be an Open Networker or LION on LinkedIn
42. Don't be a know-it-all in LinkedIn group discussions; be humble while sharing your expertise.
43. Don't ignore status updates on LinkedIn
44. Check your colleagues' status updates regularly.
45. Don't expect recommendations to just appear on your LinkedIn profile, request them.
46. Don't ignore others' requests for help on LinkedIn.
47. Don't make it difficult for others to contact you on LinkedIn; make your contact information readily available.
48. Don't "invite all" when importing your contacts on LinkedIn.
49. Do join groups on LinkedIn where you can be proactive and actively participate.
50. Do post useful information you'd like to share in your status updates.
51. Don't hesitate to ask your network for help.
52. Don't mix your professional and personal life on LinkedIn; focus on the professional you when sharing information on LinkedIn.
53. Don't use a headline like "Job Seeker" or "In Transition" on LinkedIn.
54. Don't ignore your LinkedIn inbox; check it regularly.
55. Do focus on building actual relations and connections.
56. Do use a professional, clear headshot in your profile.
57. Don't leave your LinkedIn profile incomplete; take the time to fill in your entire profile including work history, education and summary.

## Invitation to Attend the Challenger Networking Group

Los Angeles, CA Chapter

This networking group is sponsored by Challenger, Gray & Christmas, Inc. and designed for executives from all disciplines. Meetings are on the first Tuesday of each month at Zen Buffet in Woodland Hills.

A wide range of speakers will be available talking on current topics for those interested in enriching their careers, forming new contacts, those in transition, etc.

Next Meeting: Tuesday, June 3rd, 12:00 p.m.

Topic: Underground Interviewing

Speaker: Todd Moster, President, Moster Legal Placement

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

Location: Zen Buffet, 21610 Victory Boulevard, Woodland Hills, CA 91367 (818) 887-2688

Lunch: \$12.50 or minimum \$5 (payable to restaurant). No need to RSVP.

Dress is casual and parking is free

Pete Tzavalas, Vice President

[petetzavalas@challengergray.com](mailto:petetzavalas@challengergray.com)

Dick Kaumeyer, Facilitator

[DKaumeyer@aol.com](mailto:DKaumeyer@aol.com)

### Upcoming Topic Schedule

**July 1, 2014** Woodland Hills at Zen Buffet

#### ***Interviewing & Winning***

Speaker: Robin Levitt, President, 4D Executive Search

[www.4Dexecutivesearch.com](http://www.4Dexecutivesearch.com)

**August 5, 2014** Woodland Hills at Zen Buffet

#### ***Starting a Business***

Speaker: Michael Tilbrooke, Franchise Specialist, FranNet

[www.frannet.com/mtilbrooke](http://www.frannet.com/mtilbrooke)

**September 2, 2014** Woodland Hills at Zen Buffet

#### ***Interview Errors - Yours and Theirs***

Speaker: Richard Propster, Principal, Segue Solutions, LLC

**October 7, 2014** Woodland Hills at Zen Buffet

#### ***Building a Relationship with Retained Search Firms***

Speaker: Bill Brewer, Principal Consultant, McDermott & Bull

[www.mbsearch.net](http://www.mbsearch.net)

**December 2, 2014** Woodland Hills at Zen Buffet

#### ***Aerospace/Technology & Related Opportunities***

Speaker: Glenn Grindstaff, Senior VP & CHRO, National Technical Systems

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



## Career Center

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

### Jobs Posted May 7<sup>th</sup>

#### HR Director

##### **Pilgrim Place - Claremont, CA**

Full time opportunity for experienced Human Resources Director proficient in all areas of HR including but not limited to employee relations, benefits, leaves of absence, worker compensation and recruitment. Oversee administration and HR ensuring timely resolution of HR and administrative services for 220 staff of large retirement community; serve as office manager for administrative services. [more info...](#)

#### HR Officer

##### **Vantaggio HR, Ltd. - City of Industry, CA**

PHFE, a leader in fiscal sponsorship since 1968, is dedicated to improving the health and well-being of communities across the nation. By assuming the burden of key business functions for non-profit organizations, PHFE helps a broad spectrum of public health offices, community-based organizations and foundations focus on what they do best and achieve their mission. PHFE is seeking a Human Resources Officer who will be a strategic partner to the executive team. [more info...](#)

#### Technical Business Development Specialist

##### **Sandia National Laboratories - Livermore (East Bay), CA**

Sandia National Laboratories is searching for a Technical Business Development Specialist to join Sandias Business Development team located in Livermore, California. The candidate selected will be required to have the ability to obtain and maintain a DOE-granted L-level security clearance, which requires U.S. Citizenship. To learn more about this position and to apply, please visit us at <http://www.sandia.gov/careers/search-openings.html> and reference Job ID: 645997 [more info...](#)

#### HR Officer II

##### **San Bernardino County - Roseville, CA**

The County is now seeking candidates for two Human Resources Officer II positions. Human Resources Officers II report to the Employee Relations Division Chief and advise department managers on personnel matters and interpretation, application of County personnel rules and memoranda of understanding, and employment/labor laws as well as represent the County at administrative hearings pertaining to disciplinary actions and grievances. [more info...](#)

#### HR 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...](#)

#### Director of HR and Organization Development

##### **WISE & Healthy Aging - Santa Monica, CA**

WISE & Healthy Aging, a non-profit social services organization providing over 40 years of serving seniors and their families is



currently seeking candidates to fill a Director of Human Resources and Organization Development position. WISE & Healthy Aging offers a competitive salary as well as a comprehensive benefits package which includes 11 paid holidays, paid time off, 80% paid medical, 100% paid dental, 401(k) with matching, and an FSA. [more info...](#)

### **Chief Growth Officer**

#### **LeClairRyan, A Professional Corporation - Any One Of Our 22 Us Offices, Va**

LeClairRyan, a dynamic national law firm (the Firm), is seeking a Chief Growth Officer (CGO) to lead the Firms lateral hiring initiatives in the execution of the Firms values, goals, and strategies. [more info...](#)

### **Equal Opportunity & Diversity Officer**

#### **Chapman University - Orange, CA**

Provide leadership and oversight of institutional efforts relating to diversity, inclusion, affirmative action, Title IX and equal opportunity. The successful candidate will develop and implement comprehensive equal opportunity and affirmative action plans for the University and ensures the University's compliance with all local, state, and federal civil rights laws and regulations. Requires a Bachelor's degree with seven years of experience in professional level human resources. [more info...](#)

### **HR Manager**

#### **City of Santa Clarita - Santa Clarita, CA**

The City of Santa Clarita invites your interest for the position of Human Resources Manager. Santa Clarita is located just north of Los Angeles and is the third largest city in Los Angeles County. With its unique blend of rural, old west heritage and urban sophistication, this progressive city has established an enviable balance between quality living and quality growth. For more information about the position, a job announcement is available at [www.averyassoc.net/jobs](http://www.averyassoc.net/jobs). [more info...](#)

### **HR Generalist - Ontario**

#### **Genuine Parts Company - Ontario, CA**

The Human Resources Generalist (HRG) is responsible for managing the day-do-day implementation of HR services, policies, and programs for the Southern California market, to include providing an employee-oriented, high performance culture that emphasizes quality, productivity, goal attainment, recruitment, retention, and development of a superior workforce. The HRG assists and advises as a strategic partner to leadership team and employees about HR issues and initiatives. [more info...](#)

### **HR Generalist**

#### **March Vision Care, Inc. - Los Angeles, CA**

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

### **HR Business Partner**

#### **Lockheed Martin - Edwards Air Force Base, CA**

This F-35 HRBP at Edward Air Force Base will work closely with this client group at the site (F-35 and IFG) in support of business objectives. As a trusted advisor, the chosen candidate will be able to positively influence and impact the organization by building strong relationships and offering innovative solutions. [more info...](#)

### **Payroll Specialist/HR Assistant # 919**

#### **Scripps College - Claremont, CA**

Working with minimal supervision ensures timely and accurate processing of payroll and reporting of student and hourly payroll. Requires a high level of confidentiality in working salaries and personal information. Responsible for technical projects involving skill with, Ultipro, Workforce Emp Center, Self-service On-Boarding Systems, Excel and a variety of computer software. [more info...](#)

## Jobs Posted April 21<sup>st</sup>

### Development (Real Estate and Construction)

#### **McDonald's USA, LLC - Walnut Creek, CA**

Coordinates and assists with managing the procedures designed to expeditiously complete Development (Real Estate and Construction) projects. The position requires the ability to multi-task in a fast-paced environment and has a component of paralegal type activities. [more info...](#)

### HR Director

#### **Pilgrim Place - Claremont, CA**

Full time opportunity for experienced Human Resources Director proficient in all areas of HR including but not limited to employee relations, benefits, leaves of absence, worker compensation and recruitment. Oversee administration and HR ensuring timely resolution of HR and administrative services for 220 staff of large retirement community; serve as office manager for administrative services. [more info...](#)

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### Director of HR

#### **Company Confidential - York, PA**

Our Client, a multi-billion dollar global manufacturing leader, is seeking to identify a strategic and metrics-driven Director of Human Resources - Food & Beverage Business. This role is located in York, PA (not a remote opportunity). Reporting to the VP of Global HR, the Director Human Resources will lead the HR function for a business unit of over 2500 employees across 30 plants. This role will lead and develop a field HR Staff of 4 Regional Managers and 7 Plant HR Managers. [more info...](#)

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## **Client Account Specialist**

### **DLA Piper - San Diego, CA**

DLA Piper provides its employees with highly competitive salaries and benefits, including eligibility for year-end bonuses, profit sharing eligibility, a generous paid-time-off policy and a 401k plan. Employees are recognized and rewarded for their achievements through annual performance evaluations and salary reviews. The firm encourages ongoing personal development and supports a healthy work/life balance. [more info...](#)

## **Case Assistant**

### **DLA Piper - Palo Alto, CA**

DLA Piper, a leader in the practice of law worldwide, seeks a Case Assistant for our East Palo Alto office. This position assists the paralegals and/or attorneys by maintaining case files, preparing documents for production, organizing and maintaining case or other files, updating and maintaining data bases, preparing closing books, obtaining information for internal and external sources and performing other administrative tasks. [more info...](#)

## **Legal Recruiting Manager**

### **DLA Piper - Los Angeles - Century City, CA**

DLA Piper, a leader in the practice of law worldwide, seeks a Legal Recruiting Manager in the Los Angeles- office. This position is responsible for managing all aspects of legal recruiting as directed by the Hiring Partner and Sr. Director and Sr. Manager of Legal Recruiting and will also support the Phoenix office. [more info...](#)

## **HR Business Partner**

### **Stone Grzegorek & Gonzalez LLP - Los Angeles, CA**

Job Description: Downtown Los Angeles immigration law firm seeks Human Resources professional to develop and oversee processes for hiring and retention of personnel in a growing business environment, including employee relations support and the continuing enhancement of a positive work experience for our employees. Send resume and letter of interest to: [recruiting@sggimmigration.com](mailto:recruiting@sggimmigration.com) [more info...](#)

## **Senior Benefits Advisor**

### **Rio Tinto - Salt Lake City, UT**

Rio Tinto is a leading international mining group headquartered in the UK. Rio Tinto's business is finding, mining, and processing mineral resources. Major products are aluminum, copper, diamonds, energy (coal and uranium), gold, industrial minerals (borax, titanium dioxide, salt, talc) and iron ore. Activities span the world but are strongly represented in Australia and North America with significant businesses in South America, Asia, Europe and southern Africa. [more info...](#)

## **Senior HR Advisor - Labor Relations**

### **Rio Tinto - Boron, CA**

Rio Tinto Minerals is looking for a Senior Human Resources Advisor - Labor Relations, residentially based in Boron, California, to join the Rio Tinto Minerals Human Resources team and provide day-to-day labor relations support to the Rio Tinto Minerals business. Interested candidates, please reference job# HR0273939 and apply online at: <https://riotinto.taleo.net/careersection/4/jobsearch.ftl?langen> [more info...](#)

### **HR Manager**

#### **Bob Murray & Associates - City of Pico Rivera, CA**

The City of Pico Rivera, CA (approximate population 63,000) is seeking a Human Resources Manager. A typical candidate will have the ability to work effectively in a fast-paced environment, adapt to change, plan schedules, coordinate multiple projects, and adhere to deadlines. A Bachelor's Degree in Public Administration or a related field and Municipal City experience is required. Apply online at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com). Closing date May 30, 2014. [more info...](#)

### **HR Director**

#### **Company Confidential - Irwindale, CA**

The Human Resources Director will provide a broad range of strategic and tactical support and services in all functional areas of Human Resources including, recruitment, talent development, succession planning, labor relations and performance management, to ensure alignment with key business goals and strategic objectives. The HR Directors primary focus is to create and sustain consistency in HR compliance and policies while providing coaching on effective leadership and talent acquisition. [more info...](#)

### **Manager, Employment & HRIS**

#### **Pomona College - Claremont, CA**

The Manager, Employment & HRIS provides systems planning, support, and development for the Human Resources Department. This position emphasizes focus on database management and configuration, security access protocols, technical solutions, compensation management, institutional reporting, HR metrics and HR project management as well as managing the employment/recruitment process and workflow. System experience with UltiPro, Taleo ATS, and Kronos preferred. [more info...](#)

### **HRIS Analyst**

#### **Child Care Resource Center - Chatsworth, CA**

We are looking for a HRIS Analyst with a proven track record developing and maintaining an Ultipro HRIS system. At CCRC we believe in teamwork, having fun and achieving success. You could play a key role in guaranteeing that success continues by using your skills to support the HR department by implement solutions for existing and new modules and provide data reporting and analysis. To apply, visit our website at [www.ccrcca.org](http://www.ccrcca.org) We are proud to be an EEO/AA employer M/F/D/V [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)

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**Compensation & Benefits Manager** - Tampa, FL - <http://bit.ly/1mfIjXZ>

**Manager - HRIS, Compensation and Benefits** - Boston, MA: <http://bit.ly/1t3AAgF>

**Division Human Resources Manager** - Little Rock, AR: <http://bit.ly/1nk46l8>

**Human Resources Manager** - Monticello, KY: <http://bit.ly/1nk4zDC>

**Plant Human Resources Manager** - Somerset area, KY: <http://bit.ly/1nk4HDc>

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#### **HR Assistant**

We are currently seeking a Human Resources Assistant for our Los Angeles campus. The Human Resources Assistant will provide professional and administrative support in various Human Resources functions in a fast-paced Human Resources Department.

<http://www.juniorblind.org/site/employment-opportunities>

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I have two HR openings in the Burbank/Glendale area for the same company. Solid HR **Generalist** to support payroll dept. with ADP payroll/multi-state exp. Work with LOA, work comp. and FMLA etc. Over 800 employees. \$50 - \$65K DOE. Also **HR Clerk** - handle all paperwork for personnel file management. \$13 to \$15/hr. Nice benefit package including bonus opportunities.

Resumes to: [staffing@barringtonstaffing.net](mailto:staffing@barringtonstaffing.net)

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#### **HR Director** (Phoenix, AZ)

The HR Director is responsible for the development, implementation and execution of HR strategies which directly align with the Company's overall business objectives and its high growth strategies. The position requires tactical, hands on approach of the day to day management of the department. Additionally the oversight of the strategic process and practices for employees to integrate, grow, learn and prosper within the company, securing employee success and overall company success is a requirement of this position.

#### Essential Job Functions:

- All areas of human resources functions within the organization, including staffing, benefits, compensation, and employee relations.
- Tactical, day to day administrator and supervision of the HR/Payroll department.
- Integration and compliance of HR policy and procedures with all applicable federal, state and local laws/regulations.
- HR due diligence and the integration of employees in the merger and acquisition process.

#### Requirements:

- Strategic planner with sound technical skills, analytical ability, solid judgment and a strong business focus
  - Experience with mergers and acquisitions; due diligence and the critical timing associated with each
  - Ability to present HR and regulatory compliance information to all levels of employees.
  - Expert in HR policies and procedures, compliance requirements and ever-changing state/federal laws
  - International experience in staffing and compensation. Preferred experience: Canada, Mexico, UK, Australia, Slovakia.
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- Ability to create and manage the processes of recruiting, onboarding, benefits, payroll, compensation, succession planning, employee relations, and terminations.
  - Working knowledge of compensation practices; total comp; base/bonus and long-term rewards
  - Working knowledge of payroll processing procedures
  - Ability to create and maintain monthly reports for headcount budget and forecasting (detail, summary, and trend reports), and ad-hoc reports as needed
  - Well organized and self-directed professional
  - Excellent facilitator who is experienced in conflict resolution
  - Ability to work with all levels of employees and communicate effectively with each.
  - Excellent computer and related software knowledge including Microsoft Office products and HRIS software.
  - Bachelor's degree required with 7+ years Generalist experience and a minimum of 3 years in a senior level HR position overseeing HR staff.
  - Software industry experience preferred
  - SPHR or PHR certification preferred

#### Computer Skills

- Must possess strong computer skills with advanced knowledge of Word, Excel and Outlook
- Must be open to new technology and emerging trends in the industry
- Ability to learn and understand new programs and convey ideas in a positive manner

<http://purdyrecruiting.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=3706542>

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Wpromote is looking for a **Recruiting Coordinator**.

#### Reports to Director of Human Resources

- Schedule interviews and phone screens; work directly with candidates and hiring managers.
- Provides candidate feedback to Hiring Managers. Liaises with candidates and Hiring Managers to ensure scheduling/execution of Hiring Managers interviews.
- Act as the point of contact to candidates regarding interview schedules, follow-up correspondence to candidates on recruiting status via phone and/or email, and facilitating the pre-employment process.
- Provide systems and process support by updating candidate records and job postings in ATS and confirming status to Director of HR and Hiring Managers.

#### SKILLS & QUALIFICATIONS:

- 1-3 years relevant administrative, human resource or recruitment process experience.
  - Excellent computer skills including: MS Word, Excel and Outlook.
  - Experience with ATS system (The Resumator).
  - Excellent verbal and written communication skills.
  - High level of attention to detail.
  - Ability to handle highly confidential information.
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- Service oriented team player who has a positive attitude; is flexible, responsive, proactive, and self-motivated.
  - Ability to build effective relationships with recruiting team and candidates.
  - Ability to manage a large volume of complex work in a fast paced environment.

Please apply to [careers@wpromote.com](mailto:careers@wpromote.com) with resume and desired salary requirement.

*Wpromote is an award-winning online marketing firm headquartered in El Segundo, Calif. Founded in 2001 by Michael Mothner, Wpromote has helped hundreds of clients from Fortune 500 companies to small startups grow their businesses online through search marketing, mobile and social. Integrated search engine marketing clients include Bayer HealthCare, Toyota, Verizon, Scion, TOMS, Dickies, Cleveland Golf, TUMI, Zenni Optical, DirectBuy, and QlikView. With unmatched experience in search marketing and an unrivaled dedication to our clients' results, Wpromote helps companies small and large act and move like large enterprises.*

For more information on Wpromote and its services, visit <http://www.Wpromote.com>.  
LOCAL CANDIDATES ONLY

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Lucas Group has partnered with a leading consumer goods company on their search for an **HR Director** located in Los Angeles, CA. The HR Director will be tasked with providing expertise and insight on a variety of HR functions such as change management, recruitment, training & development, succession planning, compensation. This individual will also be responsible for implementing, developing and administering company-wide policies and programs while coaching executives and management on employee relations, professional development and effective team building.

Requirements:

- Bachelor's degree
- 8+years HR experience
- Bilingual in Spanish strongly preferred
- MUST have PHR/SPHR certification
- Consumer goods background a plus

<http://is.gd/EigRCJ>

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### Global Talent Acquisition Specialist-004249

#### Description

Join the global Talent Acquisition organization in a key administrative role spanning across multiple groups within the Talent Acquisition function (Recruitment, University Relations & Branding and Systems). Our ideal candidate will be flexible, maintaining a positive attitude while working with multiple members of the Talent Acquisition team. In this role you will be the administrative utility player responsible for supporting Talent Acquisition management with various tasks such as logistics, maintenance of existing programs/processes, auditing and other administrative tasks/projects that arise. This is an excellent position for someone looking to learn, grow and gain invaluable experience in the Talent Acquisition function.



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### Job Responsibilities

- Manage logistics for GTA departmental meetings (reserving rooms, catering, etc.)
- Support various compliance-related audits; I-9s, applicant tracking data and other affirmative action projects, as needed
- Administration of various recruitment related processes/programs such as processing offer letters and onboarding new hires, intranet updates, office supply ordering, invoice/expense processing & reporting, and applicant tracking system administration
- University Relations and Branding: Schedule and coordinate university campus logistics which include reserving interview and networking event locations, catering, career fair registrations, and candidate travel, coordinate logistics for Edwards industry tours , summer program events and admin support for branding activities

### Qualifications

- Bachelor's degree
- Minimum of 2 years of HR related experience
- Intermediate MS Office Suite skills (Excel, Word, Outlook, PowerPoint)
- Excellent organizational skills
- Strong detail orientation, demonstrating a high level of accuracy
- Professional demeanor, with a positive and enthusiastic attitude
- Excellent verbal and written communication skills
- Able to adapt positively to change and willing to take initiative
- Strong customer service skills
- Able to maintain the utmost confidentiality
- Familiarity with Applicant Tracking systems preferred

Contact info: Creighton Kitsu - [Creighton\\_kitsu@edwards.com](mailto:Creighton_kitsu@edwards.com)  
For additional HR jobs visit: [www.edwards.com/careers](http://www.edwards.com/careers)

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### Field HR Manager

This position is the primary Human Resources point of contact for a geographic region of a major Fortune 500 Corporation.

#### Responsibilities:

Duties and responsibilities will include, but are not limited to:

- Effective human resource planning, staffing, employee relations, training, performance management, professional development, legal compliance, union contract negotiation and administration, salary and benefit administration, employee communication, organizational change management, EEO/AAP compliance responsibilities and team building.
- This position will also be required to consult, and become business partners, with clients and internal and external customers. 50% travel

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#### Requirements:



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- Bachelor's degree in Business Administration, Organizational Behavior, Human Resources or Labor Relations will be required
  - A minimum of 5 (five) years of progressively responsible human resource and labor relations experience at a generalist level to include staff supervision

**ADDITIONAL REQUIREMENTS:**

- Master's degree preferred
- Candidate must possess excellent communication, organizational, training and negotiating skills and ability to effectively interact with employees from senior management to the front-line.
- Strong background and success in developing talent, succession planning, leadership training, etc.
- Creativity in building new process and communication strategy for recruitment and retention of employee base
- Strong knowledge base in employment law and multiple years of investigative experience
- Experience in unions preferred

Position pays to low 100's

For consideration please email resume to [dick@rgaltd.com](mailto:dick@rgaltd.com) or call Dick Gast 949-472-1130

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I'm currently recruiting for a **VP of HR** for a client in the advertising industry. It is an exciting, growing, creative & forward thinking company who needs someone that will bring a true HR presence in to the company. The VP of Human Resources (HR) is responsible for supporting the company in leading the HR functions. Accountable for enhancing integrated talent, performance management and compensation practices to enable execution of business strategies. Operate as a strategic partner and provide direct guidance to CEO, Divisional and Functional Leaders on workplace management and change, with focus on building organization capability.

- Job Title: VP, Human Resources
- Department: Human Resources
- Reports To: President of Business Operations
- FLSA Status: Exempt
- Location: San Fernando Valley, CA
- Salary: \$150k + (DOE)

Please contact me if you're interested!  
Melissa Eshaghian, Talent Acquisitions Manager  
BOLTON & Company | 626-535-1425 or Fax. 626-405-2053  
[meshaghian@boltonco.com](mailto:meshaghian@boltonco.com)

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Recruiting for an **HR Manager** to join a global leader in Facilities Services.

Location: Los Angeles, CA

Position: Full Time with Salary:\$90k+

The position offers the following:

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- Medical Insurance
  - Dental Insurance
  - Life Insurance
  - Accidental Death and Dismemberment Insurance
  - Long-term Disability Insurance
  - Short-term Disability Insurance
  - Voluntary Personal Accident Insurance (AFLAC)
  - Voluntary Short-term Disability (AFLAC)
  - Voluntary Cancer Insurance (AFLAC)
  - Vacation/Paid Leave
  - Paid Holidays
  - Paid Personal Days
  - 401(k) Savings Plan
  - Flexible Spending Account w/ Debit Card
  - Tuition Reimbursement
  - Training and Career Development
  - Employee Referral Bonus

This position requires:

- Minimum 5-7 years of HR generalist experience
- Employee Relations experience
- Compliance
- Understanding of HR-related regulations
- knowledge of employment and labor laws
- Bilingual preferred
- Degree required

For consideration, please email resumes to [eric.derise@ajilon.com](mailto:eric.derise@ajilon.com)

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I have an interview opportunity with an employer in Los Angeles, CA 90014 for qualified and interested candidates that have 5 years of experience as a HR Operations Manager. I've changed the Job Title from Office Manager.

Please ask your qualified candidate referrals if any, whom are interested to read below very carefully as the requirements listed for this employer are LENGTHY.

- Pay is between \$ 40K- \$60K and it's full time.
- Requires 5 years of experience
- Candidate hired must pass background check and drug screen.

If qualified and interested, please ask your qualified candidates to edit their resume to reflect 5 years' experience from the duties/experience required below and email to me to as a MS Word Document with this as the Email Subject Line: Client's name (referred by your name) / Experienced Human Resources Operations Manager Candidate / Los Angeles, CA 90014.

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## TASKS TO PERFORM BUT NOT LIMITED TO:

- Management of Finance/Bookkeeping,
- HR/Admin and Client fulfilment/Customer service (to organize, plan, delegate, inspire the staff to maximize their full potential, lead them to produce Extraordinary results)

ADMINISTRATION/MANAGEMENT (creates system, train staffs, plan and delegate jobs, lead the staff)

- Managing the Office operation and procedures
- Review, revise, improve and standardize the operating procedures

FINANCE/ACCOUNTING (creates system, train staffs, plan and delegate jobs, lead the staff)

### 1- FINANCE:

- Annual Budget preparation
- Cash flow forecast
- Sales forecast
- Loan inquiry
- Business plan

### 2- ACCOUNTING/BOOKKEEPING:

- Monitoring staffs on Bookkeeping entries into QB program
- Year-end closure
- Interface with accounting service company
- Filing and keeping records of Finance/Accounting materials

### 3- INVENTORY CONTROL

- Raw materials (on site and overseas vendor factories)
- Work in process
- Finished goods
- Cost of goods sold
- Asset management (on site and overseas vendor factories)
- Monthly Physical inventory checks (on site and overseas vendor factories)

IMPORT & EXPORT (creates system, train staffs, plan and delegate jobs, lead the staff)

- Control of Imports/Exports documents, ensure the accuracy of Data.
- Interface with customs brokers and follow up of customs regulations
- Price Negotiation with carriers and shipping companies and block Insurance

HUMAN RESOURCE (creates system, train staffs, plan and delegate jobs, lead the staff)

- Set up of monthly wages and salary grid
  - Set up employee's contracts
  - Management of disputes with employees
  - Recruitment (ads, flyers, screening, planning, interview, test, selection, probation)
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- Calculate time attendance and prepare payrolls
  - Time keeping system (choose and set up)

PURCHASING PROCUREMENTS (creates system, train staffs, plan and delegate jobs, lead the staff)

- Set up a purchasing procedure and vendor list
- Negotiate with suppliers (local and overseas)
- Purchase and stock follow-up of tools and supplies (production and office)

REPORTING (creates system, train staffs, plan and delegate jobs, lead the staff)

- Monthly reporting to president factory progress
- Monitoring and report of VDI monthly profit and loss account
- Control of production cost (apply when we have production on sight)
- Stock monitoring (monthly inventory: raw materials, hardware, other accessories, work-in-process and finished products) apply when we have production on sight

OPERATION (creates system, train staffs, plan and delegate jobs, lead the staff)

- Revise, re-structure company infrastructure and system
- Re-positioning the management team (put the right person in the right position)
- Monitoring the accuracy of data entry and order processing
- Follow up with production and report the order progress to customers (online, networks, software., please introduce)
- Research, purchase and implement jewelry manufacture management/production software
- Create and tighten up the diamond and metal control, picking and processing to prevent loss and switching. (loose diameter, casting chips, bench dust, polishing powder)
- Overseen the necessary company documentation to be abide with the law

PRODUCTION DEPARTMENT (creates system, train staffs, plan and delegate jobs, lead the staff)

- Order processing and tracking progress
- Customer services

Bryant Eng, Lead Employment Service Specialist

LETC/ Southeast LA-Crenshaw WorkSource Center <http://us.linkedin.com/pub/dir/Bryant/Eng>

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Job Title: **HR Assistant** (New 5/13)

Salary: \$15.00 - \$20.25 per hour

Reports to: Director of Human Resources

Position Location: 5350 Machado Road, Culver City, CA

Job Responsibilities:

Perform a variety of skilled administrative and clerical duties directly related to human resources activities; support the department in fostering positive employee relations. Maintain data bases and files: input data for a variety of reports (EEOC, Affirmative Action, Vets 100 etc.); maintain credential/education database; monitor and maintain excel list of required trainings, certification renewals, evaluations, etc. Monitor and track sign-on incentive bonuses, retention bonuses, and

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tuition reimbursements. Complete personnel action forms (PAF's) for employee transfers, changes, and terminations. Assist with the on-boarding process: verify past employment; prepare orientation packets; conduct orientation; and create ID badges.

**Qualifications:**

High school diploma from an accredited school; two years clerical experience working in a human resources office; or one year experience as a Human Resources Assistant; or SHRM/PIHRA certification and one year clerical experience. Keyboard speed of 50 wpm. Working knowledge of human resources principals, practices, and procedures. Must exhibit initiative with the ability to work independently, organize work, and follow through in a timely manner in order to meet deadlines. Proficiency in MS Word, Excel, ADP, ReportSmith, and Power Point. Excellent communication skills, including grammar and spelling. Ability to maintain confidentiality and handle sensitive matters and interactions with others in a positive, professional manner using tact, diplomacy and discretion. Good math aptitude, analytical and problem solving skills. Bilingual/English-Spanish helpful.

Exceptional Children's Foundation  
5350 Machado Road, Culver City, CA 90230  
Fax (310) 391-1059 website: [www.ecf.net](http://www.ecf.net)

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I need a temporary **HR Generalist** who speaks Spanish for about a four month assignment. The location is The Cheesecake Factory Bakery in Calabasas starting no later than June 9th. I need someone who is experienced as an HR Generalist and also in a Manufacturing environment. This person needs to be very collaborative, positive; helpful and team oriented because this is our company culture and we are very proud of it.

People can send me a note at [lopez@thecheesecakefactory.com](mailto:lopez@thecheesecakefactory.com) if they are interested.

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**Benefits Technician**

Torrance Unified School District  
Position Begins July 1, 2014

Under the direction of the Manager-Health & Welfare Benefits, perform a variety of complex technical and clerical duties related to employee benefits; assist in the coordination of the annual open enrollment; maintenance of records, material and inventory related to District benefits.

Promotional and Open Competition

- We seek to establish an eligibility list, fill a vacancy, and hire substitutes. Substitutes work on an as-needed basis to fill in for absent employees.
- District application form must be submitted to the Personnel Commission Office prior to June 12, 2014, 4:30 P.M.
- Written Examination: 50% Oral Screening: 50%
- Qualified applicants will be notified by mail or email.

Qualifications

- Any combination equivalent to: graduation from high school and three (3) years of increasingly responsible office experience involving the preparation and maintenance of

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employee health benefit, use of computer software systems and software. Experience in a public school district is desirable.

Knowledge Of:

- Modern office practices, procedures and equipment.
- Operation of a computer work station, including word processing and spreadsheet applications.
- Business telephone etiquette.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable sections of State Education code and other applicable laws relating to employee benefits.
- Interpersonal skills using tact, patience and courtesy.
- District organization, operations, policies and objectives.

Ability To:

- Assure compliance with applicable District policies, procedures and governmental regulations. Comprehend and explain each of the Bargaining Unit's contract provisions, rules, regulations and policies as they pertain to employee benefits.
- Interpret and apply rules, regulations, policies and procedures.
- Operate a variety of office equipment and machines such as typewriter, calculator, copier and computer. Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Understand and carry out written and oral instructions. Understand and be sensitive to HIPPA regulations Plan and organize work.

Representative Duties:

- Perform a variety of clerical, technical, data input and record keeping duties, including typing, filing, record-keeping, proofreading and processing information in support of the Health & Welfare Benefits department.
- Answer telephones; take and relay messages; greet employees including actives, retirees, LOAs, COBRA and the public and direct inquiries to the appropriate person or office; provide routine information; make phone calls to request, provide or verify information as directed.
- Assist in the coordination of the annual open enrollment including preparation of materials for all classifications of employees, including actives, retirees, LOAs and COBRA participants, distributing materials and receiving applications for changes; assist with inputting changes into the HRS payroll system and online benefit system.
- Coordinate with the Los Angeles County Office of Education (LACOE) in preparation and maintenance of the District HRS benefit tables.

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- Maintain inventory of benefit material and literature; coordinate ordering of materials for open enrollment or as required.
  - Maintain supply and material inventory of the Health & Welfare Benefits department as required; order, receive and distribute materials, equipment and supplies according to established procedures.
  - Process and maintain 403(b) program with respect to eligibility, enrollments, and deletions via monthly reports from District Third Party Administrator.
  - Prepare and maintain a variety of benefit records, databases, letters and files related to employee benefits on leave of absence including paid and unpaid LOAs. Notify employees of eligibility choices while on leave; update all records based upon employee responses; discuss District policies and procedures regarding maintaining benefits while on leave.
  - Assist employees on leave of absence and Third Party Administrators with benefit related questions or direct inquires to the necessary department.
  - Work in conjunction with a multitude of outside agencies to meet full compliance for ACA/HCR:
  - Including but not limited to recording keeping, interfacing with current proprietary payroll system, online Benefit Enrollment eligibility system and various departments within and outside of the District.
  - Maintain knowledge of various employee benefit programs and related laws, regulations, policies and procedures.
  - Completes benefit-related projects as assigned by the Manager-Health & Welfare Benefits.
  - Perform related duties as assigned.

Tricia Floresca, Associate Personnel Analyst, Personnel Commission  
Torrance Unified School District (310) 972-6341 [tfloresca@tusd.org](mailto:tfloresca@tusd.org)

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On behalf of my business partners at The Eastridge Group, I am leading the executive search for one of our divisions, HR-Solutions, requiring a talented **Business Development Manager** in the Orange County & L.A. market. This individual will work from our Newport Beach office.

We seek a motivated sales professional with relationships in the OC, LA, IE Human Resources community, a successful track record of selling client staffing solutions and/or related client HR resources & services.

S/he will generate revenue, drive sales and grow HR-Solutions' Orange County (75%) and Los Angeles County (25%) regional business. Reporting to an EVP, they will identify HR segment sales targets, vertical markets and execute a client acquisition strategy in various industry growth sectors including, medical devices, technology, financial services, educational institutions, engineering & cleantech.

HR-Solutions, founded in 1990 is a division of The Eastridge Group of Staffing Companies, enjoys long standing relationships with HR pros in markets served. Exclusively dedicated to the HR profession, HR Solutions provides a variety of client staffing options - direct-hire, contract, or consulting. [www.hr-solutions.com](http://www.hr-solutions.com)

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I genuinely appreciate your nominating anyone you deem qualified for this role. Selling into the OC & Greater LA HR space is key. Perhaps someone that successful partners with you? Member of PIHRA perhaps?

We are truly grateful for any candidate suggestion(s)!

Dawn Dzurilla  
Director of Corporate Recruitment & Talent Acquisition  
The Eastridge Group of Staffing Companies  
(W) 619.260.2042 (M) 619.822.9386

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Union Bank  
**Diversity & Inclusion Project Manager**  
Brea, Los Angeles or San Diego, California

This position was provided by Ms. Tisa Jackson, VP, Corporate Diversity & Inclusion, Union Bank. Union Bank has been recognized for its Diversity & Inclusion leadership by Diversity Inc., Human Rights Campaign and Hispanic Business Magazine to name a few.  
Diversity & Inclusion (D & I) Project Manager – Southern California

The Diversity & Inclusion Project Manager responsible for developing and implementing D & I projects, and programs in support of workforce, workplace, and marketplace strategies. This requires proven program and project management experience including thought leadership, development and execution of highly visible programs and projects. Must be cognizant of key functional dependencies across the organization and identify solutions when needed.

This position can be based in Los Angeles, Brea or San Diego in California with a preference for Los Angeles.

Core job responsibilities could include, but will not be limited to:

- Develop, manage, support and/or implement a portfolio of diversity and inclusion strategies, initiatives, processes, projects and/or programs such as education & training, Employee Resource Group Program, employee involvement, and/or community outreach
- Create and collaborate on branding and communications projects for internal and external audiences
- Benchmark, conduct research, analysis, and/or recommend best practices, trends and measurements to create an inclusive workplace and diverse workforce
- Create highly visible presentations and workforce demographic reports for Board of Directors, executives and management
- Partner with Talent Acquisition & Staffing on community outreach events and processes
- Contribute to the analysis, tracking, measuring and reporting process of workforce demographics and diversity initiatives
- Contribute to other departmental activities and initiatives as assigned by VP, Diversity & Inclusion and SVP, Talent Acquisition & Diversity



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## Qualifications

- Requires a minimum of 1 year+ experience in Diversity & Inclusion and/or Affirmative Action or equivalent proven project management experience
- Requires 7+ years relevant experience in Human Resources (e.g., HR Business Partner/Generalist, Talent Acquisition & Staffing, Talent Management, Organization Development, and/or Employee Relations)
- Track record for delivering results through successful program design and implementation, ideally in a client-facing, change management, or consulting role
- Proven project management experience
- Strong analytical skills and ability to translate metrics, research, and trends into strategy
- Strong computer skills utilizing PowerPoint, Excel, Word, and preferably exposure to Intranet software (i.e., JIVE, SharePoint)
- Experience in creating presentations and reports for management
- Ability to think systemically and critically
- Solid business acumen and strategic thinking skills
- Demonstrated problem solving and decision making skills
- Must be able to exercise sound independent judgment, tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Capable of establishing rapport with employees and management at all levels
- Natural aptitude to build relationships with diverse populations
- Excellent interpersonal, verbal and written communication skills
- Ability to represent company at various evening and weekend events, if needed
- Bachelor's Degree or equivalent in Human Resources, Organizational Development, Business Administration, or related field

If interested apply on-line at [www.unionbank.com/careers](http://www.unionbank.com/careers) and send your resume to [tisa.jackson@unionbank.com](mailto:tisa.jackson@unionbank.com).

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I am looking for a **Leave Administrator** to manage the leaves for our company (approximately 3200 employees) to work out of our Woodland Hills Office. Does anyone know someone who might be interested in this position?

Chantal Washington, HR Director  
Account Control Technology, Inc.  
21700 Oxnard Street, Suite 1400, Woodland Hills, CA 91367  
Toll-free: (800) 394-4228 Ext. 5210 or Mobile: (818) 917-4702 or Fax: (818) 712-9666  
[cwashington@accountcontrol.com](mailto:cwashington@accountcontrol.com)  
[www.accountcontrol.com](http://www.accountcontrol.com)

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My name is Scott Merryman with In-N-Out Burger Corporate Recruiting. In-N-Out Burger is seeking an **HR Business Partner** to provide HR consultation and support on initiatives in the areas of employee relations, performance management, and legal compliance.

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If you would like to learn about an exciting new opportunity or if there are other HR Business Partners in your network feel free to forward my contact information.

I can be reached by email at [smerryman@innout.com](mailto:smerryman@innout.com) or by phone at 949-509-6275

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### **Director, Human Resources**

Salary \$200K to \$225K + 20% - 30% bonus

\$400 million distributor/manufacturer of construction materials located in the Los Angeles metro area seek HR professional with exceptional expertise for talent acquisition/ succession planning expansion for well-established corporation. Must have multi-location experience. Able to execute for significant company expansion and strong knowledge of California employment law. Ideal 15 to 20 years' experience. Must have stable employment history. Must have energy, be a strategic thinker, responsive and positive attitude. Additional details available. Please reply with résumé for an immediate response.

Contact Rick Manning, President  
F.E. Manning Associates  
818.832.3249; [rm@femanning.com](mailto:rm@femanning.com)

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### **Senior Benefits and Retirement Plans Administrator**

CPEhr is one of the largest, and oldest, privately-held HR Outsourcing and PEO firms in the nation. We are located in West Hollywood. We pride ourselves on the delivery of exceptional customer service. We are seeking a Senior Benefits and Retirement Plans Administrator with at least 5+ years' experience to administer the benefits for a select group of clients. Benefit plans include: medical, dental, vision, 401k, life, long term disability and flexible spending.

Responsibilities will include, but are not limited to the following:

- 401(k) Plan Administration
- Provide day-to-day benefits administrative support to clients
- Planning and communication of benefits open enrollment
- Assist employees with claims and coverage issues
- Track and process new hire eligibility and status changes
- Process life event changes and termination of coverage
- Research and resolve billing discrepancies
- Create and present benefits comparisons
- Communicate compliance with benefits related laws such as COBRA, FMLA and the ACA

Our Senior Benefits Specialist must have a strong work ethic and the ability to analyze data, make intelligent suggestions, and implement changes thoughtfully and strategically. He/she will possess excellent customer service and be able to travel as needed, sometimes with little notice. Proficiency in the Microsoft Suite, prior use of an HRIS program, and the Internet are a must. Bilingual Spanish or Tagalog is preferred.

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Send your resume with salary requirements to Dana Osayande at [aosayande@cpehr.com](mailto:aosayande@cpehr.com)

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## Benefits Reconciliation Analyst

CPEhr is one of the largest, and oldest, privately-held HR Outsourcing and PEO firms in the nation. We are located in West Hollywood. We pride ourselves on the delivery of exceptional customer service. We are seeking a Benefits Reconciliation Analyst.

The person in this position must have 2-3 years' experience in benefits accounting with emphasis on reconciliation of payments to insurance carriers, including a general understanding of accounting with regard to GL accounts. He/she must be able to multi-task and work well under pressure. He/she must possess above-average analytical and problem solving skills. Advanced proficiency in Microsoft Excel and Access, payroll system(s), and the internet for research are a must. BA/BS degree is preferred.

Responsibilities will include, but are not limited to the following:

- Reconciliation of benefits payments
- Coordination with internal benefits staff to research, document, and correct billing discrepancies
- Coordination with finance staff to ensure most efficient methods of reconciliation process
- Audit HRIS data entry for accuracy
- Create reports and conduct analysis of internal data as needed

Send your resume with salary requirements to Dana Osayande at [aosayande@cpehr.com](mailto:aosayande@cpehr.com)

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Recruiting for an **HR Manager** to join a global leader in Facilities Services.

Location: Los Angeles, CA

Position: Full Time

Salary:\$90k+

The position offers the following:

- Medical Insurance
- Dental Insurance
- Life Insurance
- Accidental Death and Dismemberment Insurance
- Long-term Disability Insurance
- Short-term Disability Insurance
- Voluntary Personal Accident Insurance (AFLAC)
- Voluntary Short-term Disability (AFLAC)
- Voluntary Cancer Insurance (AFLAC)
- Vacation/Paid Leave
- Paid Holidays
- Paid Personal Days
- 401(k) Savings Plan
- Flexible Spending Account w/ Debit Card
- Tuition Reimbursement

- 
- Training and Career Development
  - Employee Referral Bonus

This position requires:

- Minimum 5-7 years of HR generalist experience
- Employee Relations experience
- Compliance
- Understanding of HR-related regulations
- knowledge of employment and labor laws
- Bilingual preferred
- Degree required

For consideration, please email resumes to [eric.derise@ajilon.com](mailto:eric.derise@ajilon.com)

Eric DeRise-Business Development Manager

Accounting Principals/Ajilon Professional Staffing

445 S. Figueroa Street, Suite 2220, Los Angeles, CA 90071

Main 213.270.2999 Direct 213.620.6631 Fax 213.243.0991

[eric.derise@accountingprincipals.com](mailto:eric.derise@accountingprincipals.com)

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### HR Generalist

Our client has served entertainment industry employees for over 50 years and is well known and highly regarded. The organization needs an experienced HR Generalist to fill a newly created position in its expanding Human Resources department. The successful candidate will be located in their corporate offices located in the East San Fernando Valley.

For more details on this key role, click on the link for Human Resources Generalist:

<http://data01.wentco.com/openreq/Requisition.aspx?ReqID=1801720023>

Please send your résumé to [judytabak@wentco.com](mailto:judytabak@wentco.com)

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### Recruiter (Contract)

- Temp position, possibly 3-6 months.
- The positions they would work on are sales, marketing, and finance.
- No real tech positions.
- Need to cap pay at \$45 per hour.

Let me know if one of your colleagues has anyone.

Tel. 626-535-1486

Fax. 626-405-2069

[aagress@boltonco.com](mailto:aagress@boltonco.com) [Jeffer@kore1.com](mailto:Jeffer@kore1.com)

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### Experienced HR Supervisor wanted

SAG-PP&HP is the entertainment industry's top pension and health plan administrator. The organization needs an experienced HR Supervisor to assist with the management of its Human

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Resources department and implementation of upcoming best practice process improvements. With direct responsibility for employee relations, training and development, recruitment and special projects, this role is highly visible and plays a key role in all aspects of HR operations and strategy. The successful candidate will be located in SAG-PP&HP's Burbank office.

Judy Tabak, SPHR, The Wentworth Company  
479 West Sixth Street San Pedro, Ca 90731  
310-732-2321 [JudyTabak@wentco.com](mailto:JudyTabak@wentco.com)

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## **HR Manager**

Location: Ventura, CA

Ajilon Professional Staffing is currently looking to fill a Human Resources Manager position in Ventura, CA. This is a direct hire position. The HR Manager will develop, implement and maintain Human Resources policies and programs for the respective manufacturing plant. Major areas of responsibility include employee relations, performance management, recruiting/staffing, compensation, benefits, training and regulatory compliance in the areas of HR and plant Environmental and Safety functions.

### **JOB REQUIREMENTS:**

- BS Degree in Human Resource Management, or equivalent
- 5+ years of progressive experience as an Human Resources generalist in a manufacturing environment
- Working knowledge of HR related laws and regulations
- Demonstrated knowledge of Human Resources practice areas of recruitment, compensation, benefits and employee relations
- Ability to communicate effectively at all levels
- Ability to establish credibility with managers and employees
- Ability to identify and handle priorities and/or sensitive issues with discretion and a commitment to confidentiality
- Computer proficiency in Microsoft Office applications.

### **JOB RESPONSIBILITIES:**

- Develops, implements and coordinates policies and procedures for all Human Resources functions such as recruiting, wage/salary administration and health programs
- Directs employee performance management program. Promotes the opportunity for a formal discussion by employees and their supervisors to review overall work performance, objectives, and career development
- Recruits qualified candidates following current EEO and ADA hiring guidelines for exempt and nonexempt positions utilizing available resources to maintain an effective work force
- Facilitates internal job posting and peer review panel activities
- Conduct new hire initial training including OSHA required programs.
- Maintain all personnel, payroll and related files to meet all state, federal, and company regulations.

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- Coordinate and interpret all company policies to assure consistent application and equitable employee relations.
  - Serves as the point of contact for the administration of company benefit programs
  - Partners with management team members and corporate Human Resources department on issues involving employee relations such as; discipline, suspensions, terminations, EEOC claims and rule interpretations
  - Identifies legal requirements and government reporting regulations for all relevant statutes and prepares information requested or required for compliance. Coordinates and supports audits/reviews by corporate Human Resources or government agencies.
  - Facilitates a positive working relationship between management the labor force. Assists and advises management on Human Resources issues.
  - Diligently manage any worker's compensation cases.
  - Must adhere to all safety policies and procedures. .
  - Performance Driven Proactive in seeking solutions, demonstrates a sense of urgency, pushes self and others for results, seeks continuous improvement in job related areas and self-development.
  - Accountable accepts responsibility for actions and decisions, both success and failure; inspires others and promotes a team environment; considers impact of actions and decisions on employees/coworkers/customers
  - Innovative, thinks outside the box, demonstrates critical thinking and analysis

[http://www.ajilon.com/jobs/human-resources/us\\_en\\_7\\_20779\\_40464970/human-resources-manager](http://www.ajilon.com/jobs/human-resources/us_en_7_20779_40464970/human-resources-manager)

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## **Systems Administrator**

Sherman Oaks, CA

Full Time Employment

Under the direction of the Director, System Infrastructure the Systems Administrator is responsible for the planning, design, architecture and deployment (after formal testing) of networked fileserver, database server and Citrix environments, globally - including storage capacity, backup, archiving and disaster recovery infrastructure.

### **Key Responsibilities**

- Troubleshooting and design of solutions to address and resolve issues occurring with infrastructure components located throughout the organization's global network.
- Plan and design network and server infrastructure and architecture including solutions for Citrix, virtualization, backup, disaster recovery and archiving.
- Innovate, design and document infrastructure solutions that provide maximum support for infrastructure supporting business applications and operations and minimize the potential for follow-on issues, downtime and data loss. Plan for development, testing and deployment and work with other members of the IT team to execute each approved initiative.
- Diagnose, troubleshoot and resolve issues with key network infrastructure components including Citrix, VMware, SAN storage, and LAN/WAN technologies.

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- As appropriate and/or when assigned to do so, perform maintenance and support tasks on infrastructure components including server, storage and network devices as well as associated platform and other software.
  - Analyze data generated by hardware and other systems components to identify issues and opportunities for optimization as well as to monitor for overall health and stability.
  - Liaise with currently contracted and potential vendors to ensure that MPAA's requirements and priorities are represented accurately, that all applicable confidentiality and other policy considerations are maintained and that MPAA receives appropriate levels of service and support.

Candidates need to apply online in order to be considered for employment.

No phone calls, faxes or emails please.

To view the complete job description or to apply, please visit us at

<https://home.eease.adp.com/recruit/?id=8978741>

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**Accounting Generalist** in the South Bay of Los Angeles County. Position will perform a wide range of duties, including A/R, A/P and various analyses using Excel. Requires strong interpersonal communication skills, both written and verbal.

[http://www.bullhornreach.com/job/1593748\\_accounting-generalist-torrance-ca?utm\\_campaign=v1&shortlink=3394453&utm\\_content=44&utm\\_source=linkedin.com&referrer=None&utm\\_medium=referral](http://www.bullhornreach.com/job/1593748_accounting-generalist-torrance-ca?utm_campaign=v1&shortlink=3394453&utm_content=44&utm_source=linkedin.com&referrer=None&utm_medium=referral)

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### **ISP Outreach Program Manager (US Based)**

Sherman Oaks, CA

Based in Sherman Oaks, California, the ISP Outreach Program Manager will lead operational aspects of the Copyright Alert System (CAS) for the U.S. and the Voluntary Copyright Alert Programme (VCAP) in the U.K, as well as providing program management for and oversight to the operation and analysis of similar ISP Outreach programs in other markets including Notice programs and Site Blocking initiatives. The position will also oversee the deployment and use of enhanced data management and analysis infrastructure which will assist MPAA in assessing the impact of those ISP Outreach programs while, beyond that, delivering capabilities that will provide comprehensive overviews of the Association's general operations and facilitate returning additional value from the organization's data assets to MPAA's member companies and other stakeholders.

Specifically this position will:

1. Lead US-based activities related to ISP Outreach program logistics – including communication to and from representatives of member companies, service providers, ISPs and other stakeholders;
  2. Act as a primary liaison to the Programme Manager, VCAP who is overseeing implementation, launch and initial operation of the VCAP programme in the UK;
  3. Deliver and validate operational reports and program evaluations;
  4. Plan, monitor and track the global ISP Outreach budget;
  5. Lead the effort to deploy and commission data management, reporting, analysis and visualization tools which will provide MPAA and its member companies with maximum value
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- from the ISP Outreach-related data as well as from other data assets which are held by or otherwise made accessible to the Association;
6. Conduct analyses of ISP Outreach data and other applicable data sources to detect, confirm and communicate trends and models;
  7. Supervise the work of at least 2 other MPAA resources including a Data Scientist.

This position will work closely with third party service providers, other MPAA colleagues (including the IT, Research, Content Protection and Communications teams), participating ISPs, other MPA/A Program Managers and representatives of other sectors of the content industry – including people located outside the US.

The position requires an experienced Program Manager who has also excellent oral and written communications skills, ability and willingness to function in a dynamic environment while maintaining operational consistency and experience with statistics and modeling.

**Qualifications:**

- Must have at least a Bachelor's degree in Computer Science, Math, Statistics or a related business discipline. An Advanced degree in business, Statistics and/or math or some other formal qualification in analytics would be preferred.
- Formal Program and/or Project Management certification is preferred.
- Must have 5+ years of Program Management experience including budgeting, planning, implementation, delivery, quality assurance and reporting and evaluation for programs with multiple tracks and involving multiple, diverse stakeholders.
- Must have proven experience with statistics and analysis of complex data – both at the landscape level and in the details of operations. Direct experience using tools such as Tableau, SAS and/or the Microsoft Analysis and Reporting Suites is desirable – and a candidate with multiple years' experience deploying and/or managing Executive Information Systems, analyzing "big data" and/or designing, developing and/or managing complex Business Intelligence infrastructure would be preferred.
- Must have 5+ years' experience with vendor management and stakeholder management – ideally in technical or logistics projects. Experience with global initiatives would be preferred.
- Must have 7+ years' experience managing teams of 3+ people. Experience overseeing global teams and/or matrixed resources would be preferred.
- Must have excellent computer skills and fluency in all core MS software products. Also must have excellent customer relationship and presentation skills.
- Must possess the highest level of work ethic and integrity with a commitment to the highest level of accuracy and to processes which ensure quality, as well as a keen eye for detail.
- Must be pragmatic, flexible and have a sense of humor.

To apply, visit our website at <http://www.mpaa.org/about/careers>.