



**SEGUE
SOLUTIONS**

Career Strategy June 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

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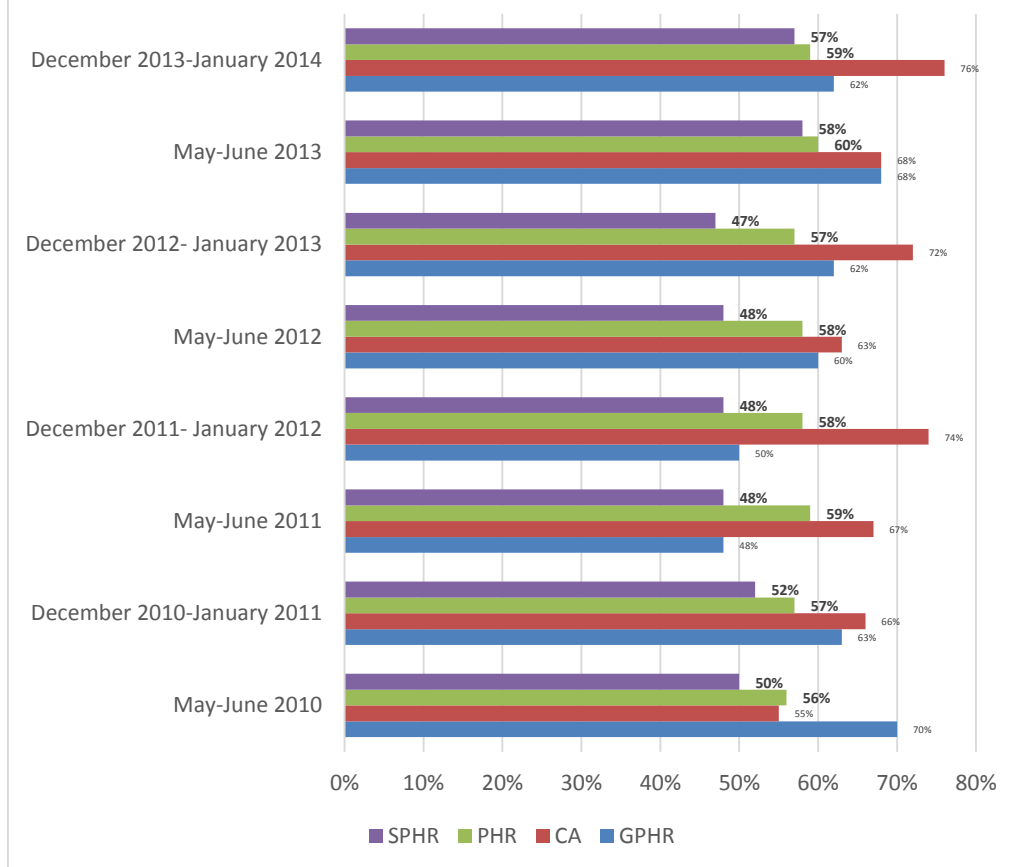
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Unemployment Rates

May 2014 United States 6.3%	May 2014 State of California 7.6%	May 2014 LA County 8.0% Orange County 4.9%	May 2014 No High School 9.1%	May 2014 No College 6.5%	May 2014 College Graduates 3.2%
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HRCI Certification Examination Pass Rates



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

July 1, 2014

Interviewing & Winning

Speaker: Robin Levitt, President, 4D Executive Search

www.4Dexecutivesearch.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

Dick Kaumeyer, Facilitator

DKaumeyer@aol.com

Upcoming Topic Schedule

August 5, 2014 Woodland Hills at Zen Buffet

Starting a Business

Speaker: Michael Tilbrooke, Franchise Specialist, FranNet

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

December 2, 2014 Woodland Hills at Zen Buffet

Aerospace/Technology & Related Opportunities

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

www.nts.com



Career Center

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

Jobs Posted June 4th

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 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 [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 [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...](#)

HRIS Analyst

Child Care Resource Center - Chatsworth, CA

We are looking for a HRIS Analyst with a proven track record developing and maintaining an Ultipio 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 We are proud to be an EEO/AA employer M/F/D/V [more info...](#)

HR Generalist

Pharmavite - Northridge, CA

Human Resource Generalist - San Fernando CA Human Resources Representative - Valencia, CA [more info...](#)

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...](#)

Benefits Manager

Loyola Marymount University - Los Angeles, CA

Loyola Marymount University's Human Resources Department is recruiting for a Benefits Manager. This position will plan, organize, and manage the benefits administration for LMU and Law School faculty, staff, and religious communities for university sponsored and statutory employee benefits. We offer a comprehensive benefits package. Interested candidates may apply by submitting a cover letter, resume, and salary history at <https://jobs.lmu.edu> (Reference #0140329).EOE [more info...](#)

City of El Monte, CA - Director of HR /Risk Management

City of El Monte, CA - El Monte, CA

Salary: \$9,106 to \$11,068 per month DOQ. Requires ten years' experience in HR, labor negotiations and risk management and a Bachelors in public administration, business administration, public policy, human resources, industrial relations, risk management, or a related field (Master's degree highly desirable). Apply on-line by Friday, June 20, 2014 at www.allianceRC.com. Direct any questions you may have to Cindy Krebs or Sherrill Uyeda at (562) 901-0769 or info@allianceRC.com. EEO/ADA [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...](#)

HR Manager

Bob Murray & Associates - City of San Carlos, CA

The City of San Carlos is now seeking a Human Resources Manager. Candidates must possess the equivalent to a Bachelor's Degree in Human Resources, Business or Public Administration, Industrial Relations or a related field and four years of professional human resources experience in a generalist capacity, three of which must have been at the administrative, supervisory, or management level. The salary range is \$119,904-\$145,728, placement within range is DOQ. Closing date June 27, 2014. [more info...](#)

Jobs Posted June 18th

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HR Manager

Milgard Windows - Simi Valley, CA

You are a strategic Human Resources professional who understands operations and its many requirements. Using your strong communication and relationship skills, you can move the pin through influence and data-supported recommendations. You understand the financials, can go from a meeting with the leadership team planning future strategy to hosting a pizza lunch-and-learn with employees. [more info...](#)

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[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

CB & ASSOCIATES INC.

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

This is for an acquaintance who is seeking a very-temporary **Accounting Administrative** person for August/September 2014. Duties include:

- Writing Proposals for structural engineering projects
- Billing
- Accounts Receivables Reports
- Managing Engineers' timesheets

The position is located in West Los Angeles.

Qualified applicants must have PC skills and accounting background.

Resumes may be emailed to: kinga@erdely.com

I am reaching out to you in regards to a great opportunity with Regional Health in Rapid City, South Dakota, as the organization's next **Director of Total Rewards**.

Position Focus

- Strategically and diplomatically lead human resources operations across multiple sites while building effective working relationships across the organization
- Draw upon extensive healthcare compensation experience to implement changes in the existing organization-wide compensation plans
- Serve as a champion for improved data and information management utilization in regards to the existing HRIS
- Contribute deep compensation technical expertise as Regional Health creates a new, innovative reward structure that aligns with organizational goals and philosophy

Organization

- Regional Health System is an integrated, community-based healthcare system consisting of five hospitals, five specialty clinics, a regional surgery center, long-term care and a hospice house
- Rapid City Regional Hospital, part of Regional Health System, is a not-for-profit, Joint Commission accredited 368-bed medical center offering a full-spectrum of healthcare services to more than 360,000 residents situated in and around the Black Hills area

Requirements

- Bachelor's degree
- Proven success creating and redefining compensation and benefit plans

If you are interested in this opportunity, send your résumé to talent@besmith.com

Recruiting Coordinator

Responsibilities:

As a recruiting coordinator at Oculus, you will be the voice and face of the company at one of our most critical touch points with the community; the recruiting process. Your work will help build the company, person by person, and make a direct impact on the team, culture, and identity of Oculus. Our ideal candidate will work effectively to support teammates and candidates while maintaining an acute focus on customer service and professionalism.

Long-term Vision:

- Play an instrumental role in building one of the world's premier technology companies
- Develop and cultivate excellent partnership with teams.

Immediate Activities:

- Provide administrative support as needed to internal business units.
- Coordinate interviews and events for candidates. Includes hotel, travel, and meeting room arrangements for domestic and international candidates.
- Manage and maintain team calendars: travel arrangements, schedule meetings, interviews, etc.
- Must have an eye for detail and be extremely organized.
- Manage a high volume of confidential paperwork and files.

Skills:

- Bachelor's degree required. In lieu of degree, two years of equivalent work experience.
- Experience with scheduling and calendaring, creating Excel spreadsheets.
- Exceptional communication skills.
- Strong organizational and project management skills.
- Able to work effectively in a talented and dynamic team
- Strong interest in recruiting functions, team spirit, and customer service focus.
- Experience in recruiting and program/event management.

Posted by: dhopoate@yahoo.com

Wpromote is looking for a **Recruiting Coordinator (Temp)**.
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.
- 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.

For more information on Wpromote and its services, visit <http://www.Wpromote.com>. Please apply to careers@wpromote.com with résumé and desired salary requirement.

Our client, a benefits outsourcing firm, is hiring a **Contract College Recruiter** to manage the relationship at partner schools by coordinating all recruiting events.

Job Responsibilities

- Develop and maintain relationships with campus career centers, faculty contacts, and student organizations
- Partner with business leaders and University Relations manager to develop and manage the college recruiting strategy within the assigned geography
- Attend career fairs, information nights, and other on-campus event. Arrange and host in-office student group presentation
- Create college requisitions and manage candidates through the full life-cycle recruiting workflow in our applicant tracking system (Taleo) including extension of offers
- Attract & recruit potential employees, guide post-interview decision meetings, and make recommendations to the hiring managers as to the best qualified candidates
- Ensure compliance with all legal aspects of Talent Acquisition function

Job Qualifications

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- Minimum 2 years' experience in a college recruiting role required, 3 or more preferred
 - College recruiting experience in a consulting environment and/or virtual team helpful
 - Commitment to providing exceptional customer service to managers and employees
 - Comfort with public speaking, especially to large groups of college and university students
 - Bachelor's degree in HR, Organizational Psychology, Communications or related degree (or equivalent experience)

John Nyhan, Senior Staffing Consultant
781-474-5638 (direct) or 603-502-5411 (cell) or 888-89-ERISA
John@BTHRsolutions.com

Benefits Supervisor

Carson, CA

Summary

This Benefits Supervisor will provide guidance on the implementation and on-going evaluation and administration of companywide benefits programs. Will work in a team environment to evaluate and recommend changes to policies and establish procedures with an end goal of ensuring benefit programs are properly administered, competitive, and support the Company global strategies.

Duties and Responsibilities:

- Administer assigned benefit plan (Medical plans, dental plans, STD/LTD/life/AD&D, 401k, etc) including employee changes, additions, and terminations
 - Maintain employee benefit information including weekly and monthly reconciliation of coverage
 - Compile, analysis and administer monthly billing on time for assigned plans and facilities
 - Ensure all monthly billing discrepancies are resolved in a timely manner, elevates issues as needed
 - Conduct weekly new hire benefit introduction presentations
 - Manage the interface of data and changes from HRIS to insurance carriers
 - Conduct weekly benefit deductions for assigned plans and coordinate changes with payroll
 - Ensure assigned plans are in compliance with ERISA regulations as well as company practices
 - Oversee internal and external plan audits.
 - Develop and conducts annual open enrollments including but not limited to materials, training, scheduling, and administration
 - Provide guidance and support for employees on benefit issues providing world class customer service
 - Participant in annual plan development planning including cost and service analysis
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- Conduct analysis and evaluation of benefits for due diligence
 - Develops and implements benefit transition plan for newly acquired companies
 - Administer Executive Benefit Plans such as deferred compensation(DCP's), Supplemental Executive Retirement Plans (SERP's), Supplemental Medical Plans
 - Administer Defined Benefit Plan
 - Coordinate COBRA

Education and Experience:

- 5+ years of Benefits/HR experience in a high volume environment
- 4 year degree
- Working knowledge of benefit program development
- Leave Administration and Workers Compensation a plus
- Multi-facility employer experience
- Supervisory experience a plus
- Proficient with Microsoft Word, Excel and Access
- Human Resources Information System (HRIS) preferably Ceridian
- Independent worker with the ability to work with little supervision
- Ability to analyze numbers quickly (high level of accuracy)
- Excellent communication skills (written and oral)

jodi.zarin@systemoneservices.com

I have an **HR Benefits Analyst** Position currently open in the North Hollywood area. Please contact me if you are interested or know of someone.

Brenda Trujillo, PHR, 714-600-1660 Cell or 562-888-9191

A publicly traded \$3B REIT in the Agoura/Calabasas area is growing rapidly and has an opening for an **HR Generalist** to specialize in Employee Relations. Do you have someone in your network that you think might be open to exploring new opportunities?

Sherry H Choi | telephone: 818.305.5619 | email: schoi@ah4R.com

Torrance Unified School District

Personnel Analyst

Under the direction of the Director – Personnel Commission, assist in the administration and supervision of a comprehensive and diversified personnel program for classified employees; perform professional-level personnel work relating to classification, compensation, examinations, test analysis and construction.

REPRESENTATIVE DUTIES:

- Assist in the administration and supervision of a comprehensive and diversified personnel program for classified employees; perform professional-level duties to assist the Director with personnel functions.

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- Design and construct examinations considering applicability to the District, reliability and difficulty; develop and implement validation methods.
 - Develop written, oral, technical and performance examinations; design interview forms and examination materials.
 - Oversee scheduling and administration of examinations; determine appropriate qualifications of raters and interviewers; select and provide instructions to raters; recommend passing points and participate in qualification appraisal interviews.
 - Analyze state and federal laws, regulations and guidelines concerning selection, examination and other personnel functions; recommend procedural changes to assure compliance with legal requirements.
 - Conduct job analysis studies of positions and classifications utilizing interviews and questionnaires; prepare and revise class specifications; prepare study findings and implementation reports for submission to the Personnel Commission.
 - Design and conduct salary surveys and compensation studies; collect and analyze data and prepare reports and summaries.
 - Interpret for classified employees, supervisors and administrators, merit system rules and regulations, labor agreements, personnel-related sections of the California Education Code and District policies related to classified personnel.
 - Provide technical expertise to the Personnel Commission; assist the Director in preparation of the annual budget and annual report.
 - Assist in the development of operating policies and procedures and recommend changes as appropriate.
 - Coordinate the preparation and maintenance of a variety of reports, records, lists and files; oversee the compilation and maintenance of a variety of statistical analysis reports and graphic presentations such as graphs and charts.
 - Attend Personnel Commission meetings, disciplinary hearings, conferences and workshops to maintain current knowledge of personnel trends and practices.
 - Train and provide work direction to department clerical support staff; monitor office workflow and assure compliance with established time lines, procedures and standard of quality.
 - Perform related duties as assigned.

KNOWLEDGE OF:

- Principles and practices of public personnel administration and supervision.
 - Laws, rules, regulations involved in test creation and validation, compensation and classification activities.
 - District organization, operations, policies and objectives.
 - Applicable sections of State Education Code and other applicable laws.
 - Modern office practices, procedures and equipment.
 - Statistical analysis and prediction techniques.
 - Operation of a computer terminal.
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- Oral and written communication skills.
 - Merit system rules and regulations.
 - Correct English usage, grammar, spelling, punctuation and vocabulary.
 - Interpersonal skills using tact, patience and courtesy.
 - Technical aspects of test creation, classification studies and salary surveys.
 - Research methods and report writing techniques.

ABILITY TO:

- Assist in the administration and supervision of a comprehensive and diversified personnel program for classified employees.
- Perform professional-level personnel work relating to classification, compensation, examinations, test analysis and construction.
- Analyze jobs and identify skills, knowledge and abilities required for successful job performance.
- Plan and develop selection procedures and validation studies.
- Collect and analyze data and prepare clear, comprehensive reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Operate a computer terminal
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide quickly and accurately.
- Plan and organize work. Meet schedules and time lines.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Provide work direction to clerical and other staff.

EDUCATION AND EXPERIENCE

- Any combination equivalent to: bachelor's degree in personnel administration, psychology or a related field and one year professional personnel experience including job analysis, classification, or test development and validation.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORK ENVIRONMENT:

- Office environment; subject to constant interruptions.

PHYSICAL ABILITIES:

- Bending, pushing, moving, and lifting objects weighing up to 25 pounds.
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- Dexterity of hands and fingers to operate office equipment, sitting or standing for extended periods of time, reaching to retrieve and maintain files, hearing and speaking to exchange information.

www.tusd.org

We have an immediate opening in our St Joseph Health System Office in Irvine, Ca for a **Senior Compensation Analyst**. The full job description is below, but in a nutshell this person would provide compensation analysis and design, and would individually support multiple hospitals across California. The ideal person would have an HR / compensation or finance background, and have excellent excel / analysis skills. A CCP, healthcare background, corporate office experience and labor relations analysis skills are certainly preferred. I would really appreciate your help by passing on the link and JD below to an individual(s) you believe would be a good fit for this opportunity.

The Sr. Compensation Analyst provides senior level quantitative and qualitative support, analyses, and administration of Total Rewards compensation programs. As part of the SJHS Total Rewards team, collaborate with all team members within the Center of Excellence as well as across the Health System – in particular with local Ministry leadership and Partners – to conduct research, assess and analyze data, and manage administration of compensation programs and systems for the St. Joseph Health System as well as key assigned stakeholders and Ministries. Accountable to various key stakeholders and/or Executive Sponsors as appropriate. This role is expected to leverage knowledge and skills in the following areas: base pay, incentive pay, survey management, position evaluations, compensation tools and systems, salary administration processes, and compensation implications of collective bargaining and union contracts, in addition to the administration of Compensation planning systems & related software.

Essential Functions:

1. Fulfills client requests for compensation evaluation and salary recommendations for new and existing positions
2. Working closely with local Ministry Partners and leadership, conducts annual and ongoing market compensation assessments pertaining to base pay, differential pay, bonus and incentive programs, merit pay, variable pay, pay practices and all other components of employee compensation
3. Serves as the System Administrator of compensation planning and reporting systems and software. Maintenance database of system-wide positions and ensures the accurate and ongoing benchmarking of jobs to salary survey sources. Maintains overall responsibility for the completion and loading of annual and ad hoc compensation surveys
4. Assists with the administrative upkeep and maintenance of Compensation Benchmarking and Planning Systems, including but not limited to loading of survey data, job matching, and annual updating
5. Assists with the administration, tracking, calculation, and payment of annual, discretionary, team, and ad hoc incentive programs for the St. Joseph Health System

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6. In conjunction with other roles within the Total Rewards Center of Excellence, ensures accuracy and timeliness of metric information needed for dashboard and reporting purposes
 7. Provides analytical compensation support towards the development of collective bargained compensation and pay practices in preparation for contract renewal, ongoing, and as requested by management
 8. Contribute to overall compensation strategies and program development

Additional Responsibilities:

- Assists with special projects and/or research as requested.
- Perform projects, research, and deliverables independently with guidance and support from the HR leadership team.
- Performs other related duties as assigned or requested.

Knowledge / Skills / Abilities:

- Strong analytical and quantitative skills, including data analysis
- Strong detail orientation
- Advanced knowledge of Power-point, Excel, and Access applications
- Strong ability to use multiple systems to extract data and/or information
- Team player with ability to work with various stakeholders & levels of employees/executives
- Proven critical thinking and problem solving skills
- Good communication skills
- Proactive initiative and communication style
- High degree of personal accountability
- Excellent relationship-building and consultative skills
- Ability to work independently and meet deadlines in fast-paced environment
- Continuous learner
- Project management and organization/planning skills

Information Management:

- Treats all information and data within the scope of the position with appropriate confidentiality and security.
- Follows all policies developed by the Information Systems Department to support change management, confidentiality, and security.
- Respects the dignity, confidentiality and privacy of patients.
- Maintains organizational, employee, and patient confidentiality at all times.

Risk Management:

- Cooperates fully in all risk management activities and investigations.
 - Reports promptly any suspected or potential violations to laws, regulations, procedures, policies and practices, and cooperates in related investigation.
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- Conducts all transactions in compliance with all company policies, procedures, standards and practices.
 - Demonstrates knowledge of all applicable compliance and legal requirements of the job based on the scope of practice of the position.

Minimum Position Qualifications:

Education:

- B.A. or B.S. in related field, or 5 years' experience in Human Resources or Finance analysis.

Experience:

- 2 - 3 years in internal/external Human Resources consulting roles, analyst or compensation roles

License / Certification:

- None required but some coursework completed in World at Work or related compensation certification program

Preferred Position Qualifications:

- Completed World at Work or related compensation certification program

Scott Truman, Manager, Compensation
3345 Michelson, Suite 100, Irvine, CA 92612
T: (949) 381-4467 C: (714) 462-0272

<https://stjhs.taleo.net/careersection/sjhs/jobdetail.ftl?job=291121&src=JB-10063>

HR Manager

Pacific Lodge Youth Services is seeking a full-time Human Resources Manager.

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.

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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 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.

I am currently looking for an **Associate Human Resources Business Partner** (Associate HRBP) for a large company in La Palma (Los Angeles), CA.

This is a CONTRACT position with a possibility of going perm/salary. Résumés must be submitted ASAP. Start date is immediate.

Position Summary:

Develops strong business relationships with client groups and delivers human resources solutions to drive business results. Consults with HR Centers of Excellence to address talent, organizational development, employee relations and compensation and benefits issues affecting client group. Partners with business leadership to facilitate effective organizational change. Leads initiatives between HR and business units to design and implements strategies in alignment with both business and HR objectives.

Key Responsibilities:

- Leads initiatives between HR and business units to design and implement strategies in alignment with both business and HR objectives.
- Develops strong business relationships with client groups to drive business results.
- Implements HR strategies that are aligned with business needs. Collaborates with HR Centers of Excellence (COE) to develop strategies to respond to changing needs.
- Serves as a key member of business unit leadership team.
- Collaborates with HR COEs to address talent, organizational development, employee relations and compensation and benefits issues affecting client group.
- Partners with business leadership to facilitate effective organizational change.
- Leads implementation of HR programs and solutions in the business. Provides business-specific feedback to the HR COEs on design and improvements.
- Acts as facilitator to ensure effective communication across all levels of organization. Collaborates with management and employees to ensure conflict resolution and effective communication.
- Consults with employees and managers to optimize job satisfaction and productivity. Investigates alleged policy or procedure infractions, documents findings and recommends remedial measures as necessary. Advises managers regarding documentation and resolution of performance management issues. Coordinates planning and execution of employee disciplinary and separation events.
- Advises employees and managers regarding application of Human Resources policies and procedures to specific circumstances encountered in the course of business. Requires working knowledge of human resources management policies, practices and tools; consultation and problem solving skills; effective communication and presentation skills; and demonstrated knowledge of pertinent laws and regulations

Education & Experience:

- Minimum undergraduate degree in human resources, business or related field required.
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- Minimum 5 years progressive experience in multiple areas of human resources including employee relations, recruiting, organizational development and talent management and/or compensation and benefits.
 - Previous HR Business Partner or HR generalist level experience required.
 - Union experience preferred

If you or someone you know is interested in this job please contact me with your résumé (as a Word doc) and HOURLY rate. I am happy to provide additional information.

Chris Pitorri, Recruiter
Integrity Work Force Solutions
San Antonio, TX 78258
210-687-9798 (cell) www.integritywfs.com
Chris.Pitorri@integritywfs.com

Director, Workers Compensation and Disability

University of Southern California
Los Angeles, California

The University of Southern California (USC), founded in 1880, is located in the heart of downtown L.A. and is the largest private employer in the City of Los Angeles. As an employee of USC, you will be a part of a world-class research university and a member of the “Trojan Family,” which is comprised of the faculty, students and staff that make the university what it is. The Workers’ Compensation and Disability Department falls under the Human Resources Division of USC, which encompasses many of the departments that provide essential services to USC staff and faculty employees including Human Resources Administration, Talent Management, Policy Development and Communications, the Office of Equity and Diversity, Employee Relations Office, the Office of Benefits Administration, Retirement Plan Administration, and the Center for Work and Family Life.

USC is seeking a leader with a strategic vision and an entrepreneurial spirit that will take the Workers’ Compensation and Disability Department, to the next level! The Director of Workers’ Compensation and Disability (“Director”) will direct and manage the program design, operations and financial performance of the university’s Workers’ Compensation, Disability and related programs. The Director also establishes standards, reviews, and recommends terms for negotiation and approves settlement of claims, engages and oversees third party administrators and contractors; monitors performance. Finally, the Director directs the planning, coordination and delivery of services, program assessment, financial performance and regulatory and institutional compliance. This position reports to the Executive Director of Benefits Administration.

Job Accountabilities:

- Directs the planning, development, coordination, implementation, monitoring and management of the Workers’ Compensation and Disability Programs.
 - Directly or indirectly manages all staff assigned to unit.
 - Establishes Workers’ Compensation program objectives and strategies to reduce injuries, prevent and minimize losses and contain costs.
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- Oversees third party administrator's management of employee injury and illness cases including preparation and documentation of all information to comply with OSHA injury and illness reporting regulations and investigation of claims.
 - Engages third party administrators and contractors, establishes performance and service standards, manages and evaluates the service and financial performance to achieve optimal service standards, meet financial targets and compliance with regulatory and institutional standards and requirements.
 - Attends, participates in or assigns others to attend workers' compensation hearings, preparation, and legal proceedings as necessary.
 - Plans, develops and manages program budgets. Recommends and/or makes budgetary and resource allocations based on financial or other analyses, projections and reports as needed.
 - Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls.
 - Performs other related duties as assigned or requested.

The University of Southern California values diversity and is committed to equal opportunity in employment.

MINIMUM QUALIFICATIONS

Minimum Education

- Bachelor's degree

Minimum Experience

- 5 years

Minimum Field of Expertise

Directly relevant workers' compensation and disability experience working with claims, legal, and financial matters along with supervisory experience. Thorough working knowledge of applicable federal, state and local laws, codes and safety regulations including the State Labor Code, Workers' Compensation and Americans with Disabilities Act laws, OSHA and employment laws, procedures and regulations. Knowledge of medical and technical terminology used in injury cases. Experience in investigation methods, documentation, techniques, and procedures and policies related to processing and adjusting workers' compensation claims. Ability to negotiate settlements. Demonstrated communication, analytical and interpersonal skills.

PREFERRED QUALIFICATIONS

Preferred Education

- Master's Degree in an applicable field

Preferred Experience

- 7 years of relevant Workers' Compensation and Disability experience working with claims, legal and financial matters with supervisory experience

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- Thorough working knowledge of applicable federal, state and local laws, codes and safety regulations including the State Labor Code, Workers' Compensation and Americans with Disability Act laws, OSHA and employment laws, procedures and regulations
 - Knowledge of medical and technical terminology used in injury cases
 - Experience in investigation methods, documentation, techniques and policies and procedures related to processing and adjusting Workers' Compensation claims
 - Ability to negotiate settlements
 - Demonstrated communication, analytical and interpersonal skills

Apply Here: <http://www.Click2apply.net/hgr8n7q>

Director, Total Rewards

Wet Seal Inc.

SUMMARY:

- The Director, Total Rewards at Wet Seal Inc. will lead the strategy, design, and execution of HR programs and policies within the areas of compensation, incentive design, base pay, equity, benefits and HRIS.
- The Director, Total Rewards will create a functional strategy and executable programs for total rewards. He/she oversees the team and is responsible to ensure a seamless implementation of programs at the local level through relevant intervention and customization during the design phase. He/she keeps current on leading practices, designs HR programs, evaluates program performance, and ensures the successful delivery of total rewards and HRIS solutions.
- Develop and implement HR operations strategy in support of both the HR strategic plan and overall Company mission. Consult with HR Business Partners on solutions to meet immediate and long-term Company needs.

ESSENTIAL JOB FUNCTIONS:

Lead and communicate Wet Seal Inc. total rewards strategy and create the business case for specific plans and programs that are aligned with the corporate strategies.

- Collaborate with HRBPs and other leaders to gain a deep understanding of organizational goals. Apply expert knowledge to design and develop innovative total rewards solutions that differentiate Wet Seal Inc. in the marketplace.
- Define best solutions enterprise-wide and drive common HR processes across regions, while working with HRBPs to ensure unique business requirements are met. Partner with HR leaders to prioritize, develop and implement initiatives that are practical and effective for the business.
- Lead the Total Rewards and HRIS team members through the annual goal setting and performance evaluation processes and ensure team members receive performance

feedback, training, development and coaching as needed. Develop and mentor the Total Rewards team.

- Manage the total rewards budget and develop a three-year plan.
- Leads the delivery of HR service strategy to ensure HR functional and business processes are streamlined, integrated, and efficient and contribute to sustainability of the business.

COMPENSATION:

- Design and lead administration of compensation (general and executive), broad based, and incentive compensation plans. In collaboration with the VP of Human Resources and HRBPs, lead the annual administration process for compensation: merit, annual incentive, and annual equity grants.
- Develop, prepare and present recommendations to senior management and the compensation committee.
- Provide technical guidance, and consultation with finance, on legal, tax and other regulatory compensation issues affecting program design.

BENEFITS:

- Create and lead a compelling and innovative benefits package that meets the needs of Wet Seal Inc. employees while reinforcing the brand.
- Lead the benefits team to develop and communicate companywide benefits strategies and programs, including both health & welfare and retirement programs, that support Wet Seal Inc. talent strategy.
 - Evaluate the current benefits programs offered to ensure we provide innovative programs allow us to attract and retain key talent while ensuring the programs are compliant, competitive, and delivered in a cost effective manner.

HRIS:

- Develop and implement an HRIS strategy to maximize the value Wet Seal Inc. receives from ADP.
 - Provide leadership to the HRIS department, evaluating and implementing new functionality, developing ADP reports and analytics, managing ADP updates, managing and testing integrations, setting up dashboards, maintaining security, creating and testing business processes and providing ongoing support to users.
 - Successfully bridge HRIS systems for the maximum efficiency and ease of use by HR business partners.
 - Establish short and long range plans and roadmaps to ensure organizational needs are met in a cost-effective manner and are aligned to HR and business objectives. Ensure systems follow a consistent strategy, are fully integrated and follow pre-established standards for HR technical development.
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- Successfully manage vendor relationships and ongoing communication. Maintain awareness of vendor strategic direction and near-term plans, and review and assess the potential impact of those plans on current and future HR functionality.
 - Determines appropriate resources for market benchmarking and workforce analytics. Engages with HRBPs and business leaders to identify metrics and analytics that will help drive the business. Develops and analyzes reports and data to determine compliance, and program effectiveness.

EDUCATION/EXPERIENCE/REQUIREMENTS:

- Bachelor's degree or equivalent required; Master's degree preferred.
- Minimum of 10 years of experience.
- Must have a successful track record of leading the total rewards function for a large, multi-site organization.
- Strong influencer and communicator with all levels of the organization including the C-suite and Board.
- Must have strong comfort level with synthesizing programs, giving direction/offering guidance, all while working in an extremely fast-paced and sometimes ambiguous environment.
- Must bring top tier analytical skills and excellent relationship building skills.
- Self-directed but also great at collaborating with employees of all levels and with many different global teams.
- Experience with ADP or like HRIS systems preferred.

OTHER SKILLS AND ABILITIES:

- Strong oral and written communication skills.
- Insight and the ability to effectively influence others as well as champion and implement ideas.
- Highly organized, an independent thinker and confident leader.
- Possess a strong value system with great integrity and demonstrate personal and professional leadership.
- Ability to conduct self in a positive and professional manner, adhering to company policy and practices.
- A sense of urgency and willingness to make tough decisions.
- Proficient in Excel and Word.

CERTIFICATES, LICENSES, REGISTRATIONS:

- CCP preferred.
- CBP a plus.

LANGUAGE SKILLS:

- Proficient in English.
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- Excellent written and oral communication/presentation skills in order to effectively provide advice and counsel to senior executives and outside directors.
 - Ability to qualitatively and quantitatively lay out business issues for presentation purposes.
 - Ability to express ideas clearly and succinctly in letters, memos and reports.

MATHEMATICAL SKILLS:

- Strong mathematical/statistical analysis required.

REASONING ABILITY:

- Strong analytical skills as well as independent thinking/reasoning ability.

WORK ENVIRONMENT:

Rapidly growing, constantly changing, dynamic environment

Emma King, Emma.King@wetseal.com

Executive Director-Human Resources

Memorial Health Services
Long Beach, California

The Organization:

MemorialCare Health System is a not-for-profit integrated delivery system which includes six top hospitals—Long Beach Memorial Medical Center, Miller Children’s Hospital Long Beach, Community Hospital Long Beach, Orange Coast Memorial Medical Center, Saddleback Memorial Medical Center in Laguna Hills and San Clemente; Medical Groups—MemorialCare Medical Group, Memorial Prompt Care; an Independent Practice Association (IPA)—Greater Newport Physicians; MemorialCare HealthExpress retail clinics; and numerous outpatient health centers throughout Southern California. An innovator in health care delivery, MemorialCare focuses on evidence-based, best practice medicine and it’s physicians and health care professionals study health care’s best practices working to implement them at all of their medical centers. The results are clinical outcomes which frequently exceed state and national averages.

MemorialCare has gained widespread recognition for its unique approach to health care and in 2012 the organization was identified as one of the top 100 integrated healthcare networks nationwide and top 10 in the western region.

A member of MemorialCare Health System, Memorial Health Services includes Long Beach Memorial Hospital, Miller Children’s Hospital Long Beach and Community Hospital of Long Beach. For more information regarding these organizations, please visit their website at www.memorialcare.org.

The Position:

Reporting to the Vice President for Human Resources, the Executive Director will serve on the Human Resource Management Team and be responsible for planning, directing and administering all activities related to one or more major Human Resource functions such as

recruitment and retention; compensation, employee relations, labor relations, HRIS, employment actions, record management, worker's compensation/LOA administration and regulatory compliance in order to maximize the strategic use of Human Resources.

As a strategic partner to management, this individual will:

- Advise and guide in the interpretation, application and enforcement of Human Resource policies, programs, processes and regulatory compliance.
- Support management in developing and implementing strategic plans involving the optimum deployment of the organization's human capital assets.
- Provide consultation to management including identifying and resolving Human Resource issues in the organization.
- Analyze statistical data and reports to identify and determine causes of problems and to develop recommendations for improvement of Human Resource policies and practices.
- Incorporate the use of technology and sound business processes into the administration of Human Resource programs and services.
- Design or direct the preparation and distribution of written, electronic and verbal information to inform employees of Human Resources policies and procedures.
- Prepare and deliver presentations and reports to management and staff regarding Human Resource management policies and practices and recommendations for change.
- Represent the Human Resources department in leadership meetings and committees, such as Value Added Teams, Operations Councils, etc.
- Participate in employee orientation to foster a positive outlook toward organizational objectives.
- Plan, direct, supervise, and coordinate work activities of subordinate staff.
- Assess training and development needs of staff and provide direction to improve performance.
- Motivate and develop staff and identify the best people for the job.
- Assure proper maintenance of files and records.
- Act as a role model, performs duties as workload necessitates, and maintain a positive and respectful attitude and work environment.
- Communicate regularly and effectively with the Vice President of Human Resources and members of the Human Resource Management Team.
- Demonstrate flexible and efficient time management and the ability to prioritize workload.

Consistent with this leadership role, the Executive Director will seek input from others, lead, provide expertise and counsel, and develop cost effective and value-added programs beneficial to all stakeholders. The incumbent will collaborate with the Human Resources Management Team and Memorial Health Services leadership to make strategic initiatives operational.

This individual will be responsible for contributing to the enhancement of the organizational culture/environment, transmitting core values, developing and implementing standards and programs, as well as achieving the system's operating and financial goals. The Executive

Director will provide leadership in the delivery of Human Resource programs at multiple sites and serve as an influential catalyst in the growth and success of the entire organization.

Essential Functions and Overall Responsibilities:

Leadership:

- Participates in the development of organizational objectives which are designed to ensure the provision of high quality Human Resource services.
- Ensures that new and existing programs are conducted within an environment of financial viability and regulatory compliance.
- Creates and supports an environmental culture that is conducive to the implementation of organizational goals and achievement of the overall strategic plan.
- Serves as an effective spokesperson for the health system's Human Resource programs in both internal and external settings. Actively participates as a member of Human Resource Management Team.
- Collaborates with other members of the Human Resource Management Team and middle managers to identify appropriate human resource strategies to achieve optimal and measurable outcomes.
- Plays a primary role in developing a strong customer service orientation which will result in improved internal and external relationships.
- Ensures that all Human Resource activities and operations are carried out in compliance with local, state/federal regulations, JCAHO standards and laws governing employment.

Operations Accountability:

Serves as a member of the Human Resource Management Team and, as such, provides effective strategic vision, leadership and direction in the overall management of the organization. Working with the Vice President of Human Resources and other senior leaders, assesses organizational structure, culture, strategy and policies relative to system goals; works to develop a plan to modify, develop, or enhance initiatives. Serves as a positive change agent for the organization.

Resource Management:

Determines operating capital resources needed to accomplish the business objectives of the assigned functional area and leads/oversees activities and resources in a manner that is fiscally responsible and in accordance with Memorial Health Services policies and standards; assists in the preparation of the annual operating budget, exercising effective cost control by monitoring and adjusting expenses as needed to stay within budget; approves expenditures within defined scope of responsibility; identifies negative variances and directs the development of action plans to document, address and effectively resolve in a timely manner; keeps appropriate parties apprised of all issues with potential for budgetary impact.

Performance/Quality Improvement:

Leads and oversees the development, implementation and evaluation of systems/initiatives/programs impacting the entire organization to facilitate performance/process improvements in keeping with strategic objectives and regulatory requirements; conducts

ongoing assessment of the strengths and weaknesses of the assigned functions to better understand/identify future needs and challenges; evaluates existing systems/priorities and future potential to make recommendations for performance/process improvement initiatives; develops/presents comprehensive recommendations regarding the viability of specific projects and plans/directs process improvement initiatives/projects to ensure achievement of business objectives.

Regulatory Compliance:

Ensures full compliance with internal/external legal and regulatory standards and requirements, and that effective controls are in place and fully functioning to preclude improprieties from occurring; monitors the effectiveness of current practices in meeting expectations and producing desired results consistent with federal, state and regulatory requirements.

Program Development/Implementation:

Keeps abreast of national best practices and develops strategic programs that become best practices.

Ensures the ongoing assessment of the strengths and weaknesses of the organization to better identify future organizational development needs, priorities and challenges. Serves as a champion of people and culture within the organization and promotes open communication, visibility and transparency.

Positions Human Resources as both a strategic resource as well as a responsive, customer service oriented function.

Job Knowledge/Abilities:

- Knowledge of the principles, practices, regulatory requirements and Memorial Health Services policies applicable to budget administration, financial management, employee supervision and performance management.
- Knowledge of the principles, practices and tools of hospital/health system Human Resource administration, strategic business planning, program development and continuous process/performance improvement.
- Knowledge of health care reform initiatives and legal issues pertaining to health care sufficient to apply to Human Resource planning and programs.
- Knowledge of the content, intent and application of regulations, policies, standards, operations, and requirements applicable to the business function(s) under designated scope of authority.
- Knowledge of the principles and practices of strategic business planning, program development/evaluation and integration of new facilities/service lines/programs from an HR perspective.
- Knowledge of the principles and practices of labor relations, union negotiations and contract compliance.
- Ability to influence/persuade others, negotiate effectively with diverse groups of high-level individuals, and create buy-in for services, programs, and initiatives.

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- Ability to analyze and evaluate results to determine whether activities effectively address and support business objectives, and produce the expected outcomes and return-on-investment.
 - Ability to strategize, develop, implement and evaluate business plans, initiatives, standards, and policies/procedures.
 - Ability to identify budget variances, compliance deficiencies and/or systemic weaknesses and implement timely corrective action/performance improvement to forestall or remedy.
 - Ability to effectively plan, direct and evaluate the work of subordinate management staff.
 - Ability to provide effective leadership and guidance to diverse work units, including recruiting, compensation, labor/employee relations and education services.
 - Ability to keep abreast of trends, emerging technologies, best practices and new/changing regulatory requirements impacting matters within designated scope of authority.
 - Ability to convey information effectively in verbal and written communication, and through group/business presentations.
 - Ability to establish and maintain effective working relationships as required by the duties of the position, and to work effectively with groups and in a complex and matrixed organizational structure.
 - Ability to use office equipment and automated systems/applications/software at an acceptable level of proficiency.

Candidate Profile:

The individual will possess a demonstrated track record in translating vision and mission into operating goals and achievement of strategic objectives. Serious candidates will demonstrate a thorough knowledge of the current principles, techniques and procedures of management including health care practices, terminology, and technology as they relate to Human Resource administration.

The successful candidate will exhibit the need to establish high-quality standards and practices; someone who has had leadership, operating, administrative, and management experience within a respected and well-managed healthcare organization, known for operating excellence and patient-focused orientation. Their colleagues will evaluate them as a bright and approachable healthcare leader who possesses solid conceptual abilities, but is also someone capable of implementing initiatives and influencing change through results-oriented leadership. The individual will share a personal commitment to the Mission and Values of MemorialCare Health System and Memorial Health Services.

The individual will demonstrate a natural desire to become actively engaged with the local community and its civic activities. Successful candidates will possess an established track-record of community involvement which illustrates a personal commitment to volunteer activities and community service.

Education:

Bachelor's degree in human resource management, organizational development, business, health administration, or a related discipline, and a minimum of five years recent related work experience in a Human Resource management capacity delivering employee-focused, cost-effective and service/program excellence to a professional workforce. Must have experience managing Human Resource activities within in a large, multi-site, and unionized organization.

Prior healthcare experience and SPHR/PHR certification preferred, but not required. Graduate degree from an accredited college or university in human resources management, organizational development, business, health administration, or related discipline is preferred.

Compensation:

Excellent salary and benefit package; reflective of both internal and industry standards. Relocation assistance is available.

John G. Faubion, FACHE, Faubion Associates
1146 North Central Ave., # 294, Glendale, CA 91202
Phone: (818) 551-9280 FAX: (818) 551-9282

john.faubion@faubionassociates.com, www.faubionassociates.com

HR Manager with Non-Profit Experience

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. Location: Woodland Hills

Dawn Kaplan Lister , dawn@kaplanhr.com, (310) 489-2430

HR Director opening for J Brand.

As a business unit of Fast Retailing since 2012, you'll be part of a group of companies focused on fashion around the world. The Human Resources Director will be an integral member of J Brand's Los Angeles based leadership team and will work closely with Fast Retailing to make the most of the shared HR services available. We are seeking an exceptional human resources generalist with a hands-on approach, who enjoys a role that is broad in scope.

The Human Resources Director's responsibilities will include:

1. Organizational Essence: Maintain HR systems that reinforce the Company's desired culture, strategy, achievement of goals, and employee performance expectations.
2. Employee Engagement: Lead positive employee relations and engagement initiatives to meet business needs and appropriately address employee concerns and wellbeing, while creating a high performance culture. Act as an objective sounding board for employee concerns.

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3. Employee Total Rewards: Deliver compensation, benefits, wellness, recognition and HRIS strategies, policies and practices aligned to the needs of the business and overall competitive industry practices
 4. Performance Management: Deliver onboarding, performance management, succession planning, training and development and workforce planning programs
 5. Compliance: Administer HR programs that ensure J Brand's compliance with Federal and State legal requirements
 6. Technology: Drive best practice HR programs, including the use of technology solutions
 7. Training and Development: Drive succession planning initiatives and implement strategies to grow, develop and retain an exceptional talent force
 8. Recruitment: Deliver progressive recruitment strategies to attract top notch talent
 9. Change Leader: Develop internal programs that reflect "employer of choice" forward thinking approaches to HR and recruitment strategies

Brooke Sexton, Talent Acquisition Executive, LA, SF, NY, 818-800-6569
Candidates can apply to me directly at brooke.sexton@fastretailing.com

The **HR Manager** will provide a "hands on" strategic, tactical and administrative support within our Human Resources department.

- Must have experience working with a company that has 300+ employees. Such support will include HR consultation in the areas of: staffing, training, employee relations, compensation administration, benefits administration, employee development, worker's compensation, safety programs and compliance with all state and federal laws/statutory requirements.
 - Work closely with management to align human resources initiatives and programs to the business strategy and company's objectives.
 - Employee Relations: Resolve employee relations issues and maintain confidentiality. Investigate issues and document all incidences as necessary.
 - Training: facilitate and manage new hire orientation and training programs accordingly.
 - Compliance: Ensure the company remains in compliance with federal, state and municipal employment laws, reporting requirements, and all company HR-related policies and procedures. Update Company employee handbooks annually as required.
 - Heavy correspondence, including but not limited to: Offer/denial letters, COBRA and LOA.
 - Payroll: Heavy semi-monthly payroll for exempt/non-exempt employees. Approve/verify time reports and monthly commissions.
 - Update monthly ADP Portal companywide.
 - Monitor the annual employee performance evaluation process. Keep all employee job descriptions current, update as necessary.
 - Compensation: Audit and maintain all compensation structures to ensure wage ranges are competitive with industry, relevant geographical area and company resources. Participate in salary surveys; maintain continuous wage and salary referral data.
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- Full cycle recruitment: post positions, screen resumes/candidates, interview candidates, complete offer letters, process background checks. Handle on-boarding/new hire process (orientations). Input data into ADP Workforce Now HRIS system.
 - Benefit administration: for all employees and coordinate the open enrollment process. Process all employee changes/updates to all benefits as required.
 - Collaborate/Partner with satellite office to address employee/business needs and to administer annual processes (e.g. employee performance evaluations, open enrollment, etc.). Supports, participates, and implements satellite Human Resources strategies, policies and initiatives; makes recommendations for new or improved practices.
 - Represents the Company at all times with high moral standards while adhering to the Company's "Code of Business Conduct and Ethics."
 - Monitors and stays current with industry trends, best practices and legislative developments in all aspects of human resources, particularly within the context of California.
 - Supervision of one or more HR Generalist/Assistants.
 - Monthly travel will be required to the greater Sacramento/Bay area. (about once a month)

Ideal Candidate:

- Bachelor's degree and PHR or SPHR Certification is highly preferred
 - 7-10 years HR experience at a manager level, preferably in the property management industry.
 - Confidentiality and ethical discretion is critical in this role.
 - Solid business acumen with a strong ability to work independently.
 - Ability to partner and collaborate with upper management and employees at multiple levels to achieve business goals.
 - Experience with business transformation, culture change, new business development is helpful.
 - Ability to think strategically and translate strategies into actionable plans.
 - Solid knowledge and practical application of federal and state employment laws; strong knowledge of and experience working with and practically applying California employment law is required.
 - Broad experience in human resources, recruitment and staffing, compensation, web-based benefit administration, employee relations, policy administration, and legal compliance.
 - Requires excellent oral, interpersonal and written communication skills.
 - Detail-oriented with excellent organizational skills.
 - Advanced computer knowledge: MS Outlook, Word, Excel, Power Point, database applications, internet/web-based benefit programs such as Workforce Now or ADP required.
 - Confidentiality and discretion a must; ability to handle sensitive situations.
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- Must be able/willing to travel as needed.

Benefits: We offer our associates with a competitive salary and an excellent benefits package.

Christine Sivazlian, Staffing Manager
Ajilon Professional Staffing
christine.sivazlian@ajilon.com

Benefits Analyst position for the San Fernando Valley.

Responsibilities:

- Leaves of Absence process including the calculation of missed benefit premiums.
- Process, monitor, and coordinate changes of integration files with third party vendors.
- Research benefits inquiries, including health benefits, 401K, deferred compensation, and stock purchase plan. Also interpret and explain benefits rules and regulations to answer and resolve questions/problems.
- Review employment agreements and calculate recoverable balances due upon termination of employment.
- Administer benefit open enrollment testing.
- Utilize Excel templates to prepare for input/import of benefit and payroll data.
- Ensure accuracy of benefits transactions and data integrity by adhering to internal cross validation process.
- Review current methodologies, workflow, and procedures to improve the efficiency of the HR/Payroll department including implementations as needed.
- Assist with the maintenance and upkeep of Microsoft Access databases.
- Assist with internal and external audits including 401k, health care reform, and others as needed.
- Create and run custom HR/Payroll reports as needed.

Qualifications:

- 5+ years of experience in benefit processing, including: high-level knowledge of leave of absence administration; knowledge of federal and state benefit regulations; principles and practices of benefits administration
- Experience with administration of SQL/Microsoft Access databases preferred
- Experience with outsourced HR/Payroll solution (i.e. ADP, Ceridian, Peoplesoft, etc.)
- Intermediate to Advanced MS Excel
- Four-year college degree preferred

For all inquiries, contact me at Mark.Wong@Randstadusa.com
or call me at (818) 299-9323. All inquiries will be held in the strictest confidence.

Credit Union **Human Resources Coordinator**

USCCU is a member-focused financial cooperative committed to becoming the preeminent financial services provider to the Trojan Family.

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the Apply to this Job link/button. [Apply to this Job \[https://jobs.usc.edu/postings/24929\]](https://jobs.usc.edu/postings/24929)

Requisition ID	Position ID	Department	Location
1001104	P01421553	USC Credit Union	University Park Campus
FLSA	Minimum Experience	Minimum Education	Preferred Education
Non-Exempt	2 years	High school or equivalent	Bachelor's degree

Job Announcement

USC Credit Union is a dynamic, fun, fast-growing credit union with approximately \$400 million dollars in assets. We are currently looking for a hands-on and customer service focused Human Resources Coordinator to process all payroll and human resources activities for the USC Credit Union. The qualified individual will have a good working knowledge of federal and state labor laws and regulations, a proven demonstration of judgment and discretion handling sensitive issues coupled with a high level of confidentiality. This position offers growth and opportunity for the individual who wants to capitalize on their current HR Generalist abilities while cultivating new skills.

Responsibilities include but are not limited to:

- Payroll – processes and coordinates payroll activities with the University's Payroll department via Workday System of record, online timekeeping system and timecard processing.
- Recruiting- coordinates activities such as creating requisitions, interviews, background screening, job fairs representation, and assisting with the recruitment efforts for all branches.
- Employee Relations- coordinates leave of absences, policies interpretations, and manager and employee issues with the HR Business Partner.

Here is what we are looking for:

- 2-3 years of experience in Human Resources functional areas; recruitment, onboarding, employee relations, and payroll.
- Ability to handle highly confidential and sensitive information in a professional manner.
- Must possess a high sense of urgency attention to detail, initiative and common sense.
- Ability to work independently, prioritizing and organizing workload to meet deadlines.
- Strong ability to multi-task and work well in an environment subject to changing priorities and demands.
- Exceptional interpersonal and communication skills.
- Demonstrated communicate verbally and in writing with all levels within the USC Credit Union and University staff.
- Demonstrated ability to be a team player with a positive attitude.
- Proficient in MS Word, Excel, and PowerPoint, Outlook
- Previous use of Workday- Human capital Management system preferred.
- Must pass a pre-employment background and credit check.

The ideal candidate will possess a Bachelor's degree with a minimum of one to two years of human resources related experience. Experience in recruiting and payroll required. Prior Credit Union, Banking, and/ or Financial Services Industry experience preferred. USCCU offers a competitive salary and perhaps the best benefit package in the CU industry.

Minimum Field of Expertise

- Skilled in payroll or personnel processing with knowledge of applicable federal, state, local laws and regulations. Ability to establish and maintain accurate payroll and personnel records.

Preferred Experience

- Minimum of one to two years of human resources related experience.

Preferred Field of Expertise

- Prior Credit Union, Banking, and/ or Financial Services Industry experience preferred.

For immediate consideration, please apply at: <https://jobs.usc.edu/> Fight On!!!

Director of Human Resources

The Lewis Group of Companies, one of the nation's largest privately held real estate developers, is actively seeking a senior-level candidate for the position of Director of Human Resources, to be located at the corporate office in the Inland Empire of Southern California (Upland, CA).

NOTE: Title of this position may change to VP pertinent to a candidate's qualifications, previous experience, etc.

The Lewis Group of Companies focuses on developing mixed-use planned communities & residential subdivisions in California & Nevada, as well as building multifamily communities, shopping centers, & office/industrial space. Strict adherence to a philosophy of quality, integrity and stability has resulted in the development of more than 56,000 homes, 10,000 apartments and 14 million square feet of retail, office, and industrial space.

The Human Resources Director is a senior-level opportunity reporting to the VP Asset Management, with significant interaction with Company Partners, and other department VPs. It is a key management position to implement and maintain Company organizational development initiatives that support the business needs, corporate activities and growth of the entire Lewis organization. Lewis is a 500+ employee company with regional offices in Sacramento, Las Vegas and Reno.

The qualified individual will manage a staff of six professionals, three in Staffing/Recruiting, four in Training, and an HR Generalist while also overseeing delivery of the entire spectrum of HR practices and objectives, providing an employee-oriented, high performance culture emphasizing quality, safety, wellness, productivity, employee empowerment and service. This position will also manage new and ongoing projects and requests from the executive committee and/or department heads.

Interested candidates should have a strong concentration in

- Employee relations/conflict resolution experience
- Benefits Administration
- Safety Administration
- Training (program development and delivery)
- Organizational development/design and implementation

Additional qualifications and experience should include:

- Ten+ years of progressive HR experience at a Director level or above.
- Bachelor's Degree in Human Resources or related area
- Wage, salary and overall compensation administration
- Consulting with legal counsel ensuring policies comply with federal/state laws
- FMLA & Workers Compensation knowledge
- Benefits & 401k plan administration
- Personnel policy and procedure development
- Representing organization at hearings and investigations
- Strong proficiency with MS Office, particularly Outlook, Word & Excel
- Must possess strong verbal and written communication skills
- Occasional travel required to regional offices in Sacramento and Nevada

This is an excellent opportunity to join a nationally-awarded and recognized, growing company with a strong history, a broad future, and excellent corporate culture. Join the Lewis Group of Companies and you will be an important part of a winning team with a long history of successful real estate development and property management.

In addition to a competitive annual salary and bonus, Lewis offers a strong medical and dental benefits plan, 401k savings plan with company match, paid holidays, vacation time, educational reimbursement, continued training, advancement opportunities and much more!

To learn more about Lewis, visit our websites at www.lewisop.com,
www.lewisapartments.com and www.lewiscareers.com
Email Manager of Recruiting: david.draper@lewisop.com

Human Resources District Manager (Lancaster, CA)

Rite Aid Corporation is one of the nation's leading drugstore chains with more than 4,600 stores in 31 states and the District of Columbia, the largest drugstore chain on the East Coast and the third largest drugstore chain in the U.S. The company is publicly traded on the New York Stock Exchange under the ticker RAD.

The primary purpose of this position is to act as a member of the leadership team for assigned stores and districts, consult with leadership group to develop and implement effective human resource programs, policies and initiatives designed to sustain a positive work environment. Participate as an active and involved partner in the development and execution of client-specific and organizational business plans and strategies. Actively support human resources

departmental objectives by collaborating with leadership team, staff and specialists in functional areas. Act as the primary point of service contact for the majority of human resource issues for the leadership group and associates on interpreting human resource policies and procedures. Coach and consult with leaders on how to achieve operational and strategic initiatives consistent with human resource objectives for the organization. Frequent independent judgments are essential. The incumbent is also required to perform all tasks in a safe manner consistent with corporate policies and state and federal laws.

The associate is responsible for the functions below, in addition to other duties as assigned:

- Execute HR plans and strategies to accomplish business objectives. Ensure that human resource services are value added, effective and consistent with, store and districts, business and strategic objectives.
- Proactively identify associate engagement opportunities to improve and enhance the work environment and takes initiative in developing and implementing appropriate action plans. Lead initiatives within assigned store and district leadership on complex associate issues (i.e. labor distribution, scheduling, advocacy concerns, investigations, progressive discipline, harassment or discrimination allegations and workplace violence situations).
- Act as the first point of contact for leadership group and associates. Consults on a wide spectrum of HR issues including guidance on associate engagement, performance management, total compensation, human resources development and talent management. Provide counsel and regulatory compliance on employment laws such as ADA, FMLA, FLSA, Title VII, etc.
- Assist assigned leadership group in defining staffing needs to develop short and long-term recruitment strategies. Manage and participate in the recruitment and selection process to address workforce engagement as an outgrowth of the recruiting and staffing process.
- Lead in the execution of special projects and human resource initiatives. Including organizational development strategies e.g. change management, leadership development, conflict resolution, succession planning, etc. or representing Rite Aid in 3rd party situations such as unemployment hearings, union grievances, or DOL investigations.
- Provide necessary consulting support and take proactive steps to enhance the growth of a performance-based culture. This includes, but is not limited to, providing consultation on performance management issues, fostering a learning environment and influencing leadership on appropriate rewards and recognition to enhance the associate experience.

Supervisory Responsibilities

This position currently has no supervisory responsibilities; however, this position provides indirect supervision by providing training, mentoring, and direction to Field and Store Management team.

The Following Qualities are Required:

- Minimum age of 18 years old to travel for business.
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- Ability to pass drug test.
 - Committed to providing customer service that makes both internal and external customers feel welcome, important, and appreciated.
 - Ability to preserve confidentiality of information.
 - Ability and willingness to move with purpose and a strong sense of urgency.
 - Ability to work weekends on an occasional basis.
 - Ability to work extended days on an occasional basis.
 - Ability to work day or evening hours.
 - Accuracy and attention to detail.
 - Ability to organize and prioritize a variety of tasks/projects.
 - Ability to work within strict time frames and resolute deadlines.
 - Ability to travel on a regular basis to store locations.
 - Ability and commitment to develop and mentor Rite Aid associates.
 - Knowledge of Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), and state and federal employment law.

EDUCATION

Bachelor's degree (BA/BS) in Human Resources or Business Administration, plus five (5) years' of Human Resources Generalist experience, with emphasis on experience in retail or other related industries. Master's degree in Business, H.R. or Organizational Design/Development preferred or equivalent combination of education and experience.

<https://www.linkedin.com/jobs2/view/16441338?trk=eml-jymbii-organic-job-title&refId=a06b25a8-18e3-416a-86ae-460abf8444e2>

Director, Human Resources

Director of Human Resources at the City of Hope (Monrovia, CA) Requisition ID: 674

Are you a Human Resources Professional, with healthcare experience, who is looking for an exciting new opportunity? You might want to consider City of Hope in Duarte, California. City of Hope offers opportunity for growth, consistency of our values, and most importantly the opportunity to be part of something so much bigger than can be imagined. If you need purpose and want the opportunity to make a difference then this is the place.

The Director, Human Resources provides collaboration/leadership to employees at all levels across multiple departments. The Director will drive HR activities that align the business strategy with the human capital strategy in order to positively impact business performance. The Director will consult on a wide range of HR generalist, operational and analytical activities including, but not limited to, employee relations, compensation, workforce planning/talent acquisition, employee development and engagement, organizational design and culture. The individual in this role will be a key contributor to strategic initiatives that facilitate HR effectiveness, and will be responsible for developing and deploying HR best practices to key stakeholders.

Major Responsibilities:

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

Requirements:

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

About City of Hope

City of Hope, an innovative biomedical research, treatment and educational institution with over 4000 employees, is dedicated to the prevention and cure of cancer and other life-threatening diseases and guided by a compassionate, patient-centered philosophy. Founded in 1913 and headquartered in Duarte, California, City of Hope is a remarkable non-profit institution, where compassion and advanced care go hand-in-hand with excellence in clinical and scientific research. City of Hope is a National Cancer Institute designated Comprehensive Cancer Center and a founding member of the National Comprehensive Cancer Network, an alliance of the nation's 20 leading cancer centers that develops and institutes standards of care for cancer treatment.

City of Hope strongly supports and values the uniqueness of all individuals and promotes a work environment where diversity is embraced. Equal Opportunity / Affirmative Action Employer.

<https://www.linkedin.com/jobs2/view/15400450?trk=eml-jymbii-organic-job-title&refId=a06b25a8-18e3-416a-86ae-460abf8444e2>

Director Human Resources

Thermo Fisher Scientific - Los Angeles-California-USA

Become part of a business unit committed to improving the quality of life of transplant patients and their families. The Director, Human Resources position is responsible for overall operations and the HR function for Transplant Diagnostics (TDX) including Canoga Park, CA.

Strategic Development

Work as a key member of the senior leadership team in developing HR strategies to support business strategy/goals/initiatives.

- Translate business strategy and objectives into goals, develops plans in alignment with business imperatives, while assuring compatibility with enterprise values, ethics and policy. Plan, develop, implement, and administrate HR processes and programs to increase the productivity, competence, and effectiveness of the TDX organization.
 - Develop a solid strategic human resource plan to support and drive the needs of the business; including attracting, developing and retaining top talent. Identify opportunities for process improvements.
 - Work with other Thermo Fisher HR leaders to provide support outside of the US
 - Consult with business/functional leaders to provide and make recommendations in such areas as talent acquisition, organizational assessment, performance and career
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management, compensation, succession planning, organizational structure, work force planning and change management.

Talent Management

Ensure effective talent management including recruitment, assessment and development as the organization grows.

- Assist managers in assessing and identifying resources to meet employee/departmental training needs.
- Manage annual performance management processes, including employee training and coaching, performance appraisal, personnel development planning, and succession planning.
- Assist in the hiring of new employees by performing various recruiting functions, including staffing coordination, job requisition management and offer letters.

HR Leadership

Provide leadership in, and promotion of, a positive One Thermo Fisher company culture by being an advocate for employees while achieving a balance with all levels of company goals.

- Provide direct supervision and leadership to the HR team.
- Work closely with Country HR Leaders and Global Divisional HR Team to foster a growth culture.
- Counsel employees and managers regarding employee relations issues including performance management, facilitation of formal/informal complaints to resolution, discipline and/or terminations in line with the business and country/state/federal guidelines.
- Coach managerial/supervisory employees relative to interpretation and implementation of relevant HR policies, procedures, and programs.
- Responsible for oversight and coordination of any regulatory requirements including OSHA compliance and Equal Employment Opportunity.

Minimum Requirements/Qualifications:

- Bachelor's degree in Business, human resources, psychology, related discipline required.
- Eight years of progressive experience in all aspects of Human Resources.
- Experience supporting multiple manufacturing operations (or substantial non-exempt population) strongly preferred.
- Previous experience successfully managing human resources staff is required.
- Ability to garner trust, respect, and support through business knowledge, functional competence, and professionalism.
- Proven consultative HR experience, with a strong bias for action and results.
- Exposure to process improvement efforts (i.e. six sigma, practical process improvement) a plus.

Non-Negotiable Hiring Criteria:

- Business knowledge/orientation.
 - Ability to maintain strict confidentiality.
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- Ability to use a high level of tact, diplomacy, discretion and empathy/understanding in a global environment across multiple cultures at all levels of the workforce.
 - Must possess strong computer skills in word processing, spreadsheets, and email, HRIS, etc.
 - Ability to perform multiple tasks simultaneously and manage associated workloads.
 - Must possess excellent verbal and written communication skills.
 - Self-motivated and directed.
 - Effective negotiating and influencing skills.

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

This position is approved for relocation assistance.

<https://www.linkedin.com/jobs2/view/13960371?trk=eml-jymbii-organic-job-title&refId=a06b25a8-18e3-416a-86ae-460abf8444e2>

Vice President of Human Resources - Confidential – Orange County Area

Privately held for the last 36 years, for-profit, higher education organization specializing in medical education with several locations in California, Texas and Florida operating within a transparent, collegial, team oriented and consensus driven culture. Ownership has a long-term view and a strong history of reinvesting in human capital. Today the company is the largest provider of Registered Nurses in California. No other school has launched more programs successfully to drive organic growth. The company has maintained an independent board of directors for 18 years. Current board members include two former Fortune 500 CEO's and an Undersecretary of Education.

OVERALL OBJECTIVES

The Company seeks a strategically minded Vice President of Human Resources for its senior management team. The VP of Human Resources will report to the President of Shared Services and Chief Financial Officer with a "dotted line" to the Executive Chairman of the Board. The VP of Human Resources is expected to provide leadership in the areas of compensation structure, employee relations, corporate compliance, recruiting, training, performance management, policy and procedures, employee benefits, and other Human Resource functions.

MAJOR ISSUES/GOALS

The successful candidate shall act as a strategic business partner to the organization and will have demonstrable skills to both directly and indirectly enhance the overall effectiveness of the organization. The candidate will play a vital role in conceptualizing, designing and implementing both departmental and organization-wide HR programs that cut across each of the major HR processes, including recruiting, staffing, performance evaluation, compensation and training.

As this is a rapidly growing organization, significant emphasis will be placed on recruiting and training. In addition, performance monitoring tools will be implemented to maximize productivity and morale.

- Responsible for proactive and responsive approaches to associate relations issues as to promote a world class work environment.
- Develop an active and consistent communication strategy for all levels of employees within the facility that will reinforce Company objectives and allow an open flow of communication.
- Must be a trusted and confidential advisor for all associates.
- Partner with other senior management and support and understand the business initiatives.
- Streamline HR administrative process as needed by reducing paperwork to increase department efficiency.
- Lead the local organizational planning process with the senior management team to make the most of the current associate base and develop an organizational strategy for mentoring and succession planning.

SPECIFIC EXPERIENCE

Must have a minimum of ten years of progressive HR Management experience with significant experience in a senior generalist role and should include most recent experience within a highly regulated industry such as: Education, Healthcare, Financial Services or Insurance with revenues of at least \$400MM.

Functional responsibilities must have included compensation, benefits, training, organizational development, staffing retention, employee relations (union and non-union), conflict resolution, legal compliance, diversity, avoiding harassment, performance management, change facilitation, HR policy interpretation, and implementation of health and safety issues.

- Previous experience as a “generalist” must indicate solid competencies in planning, design, implementation and maintenance of various HR tactics, and strategies including compensation plans and training programs.
- Candidate must be current in all areas of legal policy and regulations around HR issues.
- Must have developed corporate human resources strategies and implemented comprehensive human resource policies within a large corporate environment.
- Must have prior experience as a mentor and coach or otherwise consulted in HR matters. Must have outstanding communication skills, intuition and foresight.
- Team player, comfortable interacting with all levels, decisive, hands-on and proactive.
- Excellent writing skills with an ability to complete projects on time and in a quality manner.

EDUCATION: Bachelor’s degree in related field and advanced degree preferred.

<https://www.linkedin.com/jobs2/view/15745638?trk=eml-jymbii-organic-job-title&refId=a06b25a8-18e3-416a-86ae-460abf8444e2>

Human Resources Director

J. Paul Getty Trust - Greater Los Angeles Area

Reporting to the VP, CFO and COO, the HR Director provides vision and senior leadership for delivery of strategic Human Resource services that contribute to client and organizational success. The HR Director plans, organizes and directs the Human Resource functions and programs, aligning them with the organization's objectives. The HR Director demonstrates creative program design and problem solving while ensuring regulatory compliance.

- The HR Director will lead with integrity, enthusiasm, and dedication to customer service in a highly collaborative manner with constituencies at all levels of the institution; will demonstrate the ability to foster strong relationships with administrators, employees, and key stakeholders; and ensure that Human Resources services are equitable, effective and efficient.
- The HR Director is responsible for the strategic planning, development and administration of all HR activities, including but not limited to: benefit programs, compensation, employment, employee relations, organizational development and training.
- The HR Director will implement best practices to build and maintain a diverse, contemporary, leading edge Human Resources structure. The Director will provide leadership to the Human Resources department and staff while optimizing organizational performance resulting in ever increasing service, quality and efficiency. The HR Director is responsible for budgetary oversight and management of the department's resources including the organization's benefit programs.
- The HR Director will develop and utilize HR information systems to provide information services that will enhance both the effectiveness of Human Resources and decision-making throughout the organization.

Desired Skills and Experience

Bachelor's degree and a minimum of ten years of HR related experience with demonstrated expertise in benefits administration, compensation administration or employee relations. Experience in more than one of these areas is preferred. Must have experience supervising staff; must also have experience with policy, program and procedure design and delivery; must have shown the ability to work collaboratively to foster consensus; and must enthusiastically commit to the success of the organization.

<https://www.linkedin.com/jobs2/view/16511793?trk=eml-jymbii-organic-job-title&refId=a06b25a8-18e3-416a-86ae-460abf8444e2>

Manager-Benefits

Cedars-Sinai Medical Center has established itself as one of the nation's most respected healthcare leaders by elevating care to an art. After all, the same dedication, passion and technical skills that make for an extraordinary artist define the exceptional professionals who choose to establish their careers with us. If you are committed to practicing your craft at a higher level, we invite you to join us.

Summary of Essential Job Duties:

- Plan, organize, direct, control and coordinate the professional and administrative aspects of health and welfare programs and services.
- Under general supervision and guidelines, plans, develops, and administers employee health benefit plans in support of business strategies.
- Ensures regulatory compliance, cost effectiveness and administrative efficiency for the organization's fully insured and self-funded health and dental plans; life insurance plans; accidental death and dismemberment plans; short- and long-term disability plans; medical evacuation and repatriation of remains insurance as well as dependent care and health care reimbursement account plans.
- Generally oversees the preparation of benefit plan documents, amendments, summary plan descriptions, employee benefit statements and employee self-service for web-based and IVR HR applications.

Educational Requirements

- Bachelor's degree and minimum 5 years relevant benefits experience, or equivalent combination of education and experience.

License/Certification/Registration Requirements:

- Graduation from an accredited college or university with courses in human resources, insurance and benefits, accounting, computer science, etc.
- Courses leading to Certified Employee Benefits Specialist (CEBS) designation strongly preferred.
- Progressively responsible experience in administering benefits, insurance programs demonstrating the ability to develop, implement, and administer programs.
- Must have a substantive knowledge of benefits and insurance laws and regulations.
- Excellent written, verbal and analytical skills are essential.
- Ability to handle multiple tasks and projects, and a desire to make strong contributions in a team environment.
- Must possess a minimum computer competency comprised of a working knowledge of Windows or comparable system.
- As applicable to individual job duties and expectations, employee must additionally possess a working knowledge of word processing, spreadsheets, presentation development, e-mail, browsers and online reporting.

Experience:

- Minimum 5 years relevant benefits experience, or equivalent combination of education and experience.

Physical Demands:

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- Ability to move throughout all areas of the immediate and adjacent Medical Center and Health System campus, sit for long periods of time and perform data entry for long periods of time.
 - Ability to focus on and complete work with surrounding multiple activities occurring and varying noise levels.

OR

- Any combination of academic education, professional training or work experience, which demonstrates the ability to perform the duties required for the position.

Robert Drust, CHCR, RACR
Cedars-Sinai Health System
Recruitment & Workforce Planning
robert.drust@cshs.org

Human Resources Coordinator II in Thousand Oaks, CA

Type of Employment: Contract for five months

Requirement ID: AMGNJP00023847

Job Description

- Client is currently seeking a part time (24 hours per week) candidate for our HR service center in Thousand Oaks. This individual will have the opportunity to learn about the many aspects of human resources administration as they provide customer service support to staff members and managers as a member of our service delivery team. In addition this individual will:
- May answer telephony inquiries from a dedicated phone line or through email inquiry utilizing a knowledge base program or triage and/or escalate issues according to defined processes and procedures
- May answer inquiries and provide navigational support relating to Amgen's HR SAP data system
- Provide excellent customer service as measured by Service Level Agreements and may manage calls using the incident management tool
- Contribute to improving relationships and service levels with staff and sites by pro-active communications and timely response to customer issues
- Demonstrate a strong analytical ability and attention to detail
- Demonstrate a deep understanding of staff and manager needs and anticipate their requests
- Interpret staff and manager requests within a broad business context
- Demonstrate empathy for the personal circumstances of staff
- Demonstrate depth and breadth of understanding of company HR policies and processes
- Understand and anticipate the impact of policy and process on staff and managers
- Run standard reports, data entry, and heavy audits

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- Support and back up other team members in their daily activities. Support and sustain positive work environment that fosters team performance through own work and behavior.
 - The ability to respect and handle confidential information professionally
 - Ability to solve simple and moderately complex problems
 - Ability to quickly learn new technology applications

Basic Qualifications

- Has obtained or in the process of completing the final year of a Bachelor's degree in Business Administration, Economics, Psychology, or other Liberal Arts majors. Science degree also considered if background or other emphasis in Human Resources
- 1-2 years' work experience that demonstrates strong customer service skills, effective analytical thinking, and attention to detail or related internship experience demonstrating same
- Minimum GPA of 3.0
- Ability to communicate clearly in written and spoken English
- Ability to use Microsoft Word, Excel, and Power Point
- Skill in attention to detail and thoroughness of work
- Able to multi-task and stay focused on priorities in a fast paced environment to meet deadlines
- Strong team player who is able to collaborate with colleagues on complex tasks

Madhu Paul
300 N Coit Road Suite # 340 Richardson, TX 75080
Tel: 214-269-1511 Ext: 413 Fax: 972-671-1505
Email: madhup@compnova.com Web: www.compnova.com

Director of Guest Relations at Paramount Pictures in Hollywood

You can view and apply for this job at:

https://careers.paramount.com/psp/PSEA/EMPLOYEE/HRMS/c/HRM_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=4281&SiteId=1&PostingSeq=2

HR Manager

Company and Industry: Not specified

Location: Chatsworth, CA

Compensation: Up to \$80K/DOE

The HR Manager will perform generalist related duties as well as manage all of the company's employee related matters. He or she will maintain confidentiality of critical information and will advise the company executives for legal compliance issues.

Generalist:

- Developing, revising HR policies and procedures
- Supervise payroll specialist
- Generate monthly reports including:
 - annual reviews
 - employee referral

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- I-9 audit list
 - and others

Employee Relations:

- Help maintain positive employee relations environment and support company's open door policy
- Investigate/analyze legal issues
- Handle employee performance issues and termination

Training & Development

- New hire orientation
- Supervisors' training
- Keep track of employee attendance

Melissa Eshaghian, Talent Acquisitions Manager
Bolton & Company | Insurance License #0008309
Tel. 626-535-1425, Fax. 626-405-2053
meshaghian@boltonco.com

Benefits Analyst in the San Fernando Valley, CA

Responsibilities:

- Leaves of Absence process including the calculation of missed benefit premiums.
- Process, monitor, and coordinate changes of integration files with third party vendors.
- Research benefits inquiries, including health benefits, 401K, deferred compensation, and stock purchase plan. Also interpret and explain benefits rules and regulations to answer and resolve questions/problems.
- Review employment agreements and calculate recoverable balances due upon termination of employment.
- Administer benefit open enrollment testing.
- Utilize Excel templates to prepare for input/import of benefit and payroll data.
- Ensure accuracy of benefits transactions and data integrity by adhering to internal cross validation process.
- Review current methodologies, workflow, and procedures to improve the efficiency of the HR/Payroll department including implementations as needed.
- Assist with the maintenance and upkeep of Microsoft Access databases.
- Assist with internal and external audits including 401k, health care reform, and others as needed.
- Create and run custom HR/Payroll reports as needed.

Qualifications:

- Five+ years of experience in benefit processing, including: high-level knowledge of leave of absence administration; knowledge of federal and state benefit regulations; principles and practices of benefits administration
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- Experience with administration of SQL/Microsoft Access databases preferred
 - Experience with outsourced HR/Payroll solution (i.e. ADP, Ceridian, Peoplesoft, etc.)
 - Intermediate to Advanced MS Excel
 - Four year college degree preferred

Contact me at Mark.Wong@Randstadusa.com or call (818) 299-9323.
All inquiries will be held in the strictest confidence.

Recruiting Coordinator

As a recruiting coordinator at Oculus, you will be the voice and face of the company at one of our most critical touch points with the community; the recruiting process. Your work will help build the company, person by person, and make a direct impact on the team, culture, and identity of Oculus. Our ideal candidate will work effectively to support teammates and candidates while maintaining an acute focus on customer service and professionalism.

Long-term Vision:

- Play an instrumental role in building one of the world's premier technology companies
- Develop and cultivate excellent partnership with teams.
- Immediate Activities:
- Provide administrative support as needed to internal business units.
- Coordinate interviews and events for candidates. Includes hotel, travel, and meeting room arrangements for domestic and international candidates.
- Manage and maintain team calendars: travel arrangements, schedule meetings, interviews, etc.
- Must have an eye for detail and be extremely organized.
- Manage a high volume of confidential paperwork and files.

Skills:

- Bachelor's degree required. In lieu of degree, two years of equivalent work experience.
- Experience with scheduling and calendaring, creating Excel spreadsheets.
- Exceptional communication skills.
- Strong organizational and project management skills.
- Able to work effectively in a talented and dynamic team
- Strong interest in recruiting functions, team spirit, and customer service focus.
- Experience in recruiting and program/event management.

Posted by: dhopoate@yahoo.com

Manager Compensation & HRIS - Newark, CA

This position develops, implements, and administers and maintains compensation programs to achieve equitable and fair compensation that will attract, motivate and retain employees. Prepares job descriptions, conducts job evaluation and salary surveys, establishes salary structures, develops salary budgets and prepares policies and procedures to ensure the achievement of equitable and competitive employee compensation. Provides professional consultation and guidance to managers and HR Business Partners by resolving questions and

making recommendations to resolve outstanding issues related to salary programs. Works with HR VP to develop, administer and design new or modify existing programs or systems and acts as the interface between MD and corporate compensation resources.

This position is also responsible to plan, direct, and coordinate human resource information systems (HRIS) activities for MD to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance. In addition to the administration and maintenance, the position serves as the liaison with the HRIS Corporate team.

Essential Duties and Responsibilities:

Compensation:

- Provide compensation program management and execution including but not limited to: base pay administration, year-end performance, sales incentives, bonus, pay management/processing, and equity reviews.
- Responsible for the delivery, education and communication of the annual review program for the workforce.
- Research, analyze and measure compensation solutions to ensure competitive pay practices and compliance with applicable regulatory agencies.
- Oversee external benchmark and compensation surveys and ensure competitive pay practices are maintained.
- Develop and conduct compensation training programs to familiarize managers and other employees with key elements of the company's compensation programs.
- Evaluate programs, keep abreast of local legislation, trends, advances and/or new technology and make recommendations for changes and improvements.
- Partner with senior leadership to ensure continuous improvement of process and technology in support of compensation programs.
- Provide professional consultation and guidance to managers and HR Business Partners and making recommendations to resolve outstanding issues related to salary programs.
- Manage analytics and job evaluation processes.

HRIS:

- Manages and maintains MD Human Resources Information Systems (HRIS) data and associated resources.
 - Identifies user requirements and process improvements. Works with HRIS resources to defines, develop, modify and implement identified changes in response.
 - Maintains internal database files and tables, and develops custom reports to meet the requirements of MD management and staff.
 - Makes alterations to existing programs to gather and report data as necessary. Ensures that all compliance related data is tracked, maintained with metrics and reporting capabilities in place for analysis.
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- Identifies training needs of end users and develops and provides the necessary training to meet those needs.
 - Act as the Business Unit liaison with the Corporate Compensation and HRIS resources

Position Requirements

- A Bachelor's Degree in Business, Human Resources or related field is required. Master's degree preferred.
- Minimum of 7 years total experience with at least 5 in Compensation. MCCP certification in addition is highly desired.
- Minimum of 2 years hands on experience with HRIS systems and tools. Ability to maintain and analyze data using such systems. Requires a thorough understanding of the data and how it relates to the enterprise.
- Expert knowledge of compensation and HRIS theory and concepts plus design, application, process and tools.
- Demonstrated proficiency in HRIS systems (UltiPro, ADP and SAP is a plus+).
- Excellent mathematical skills, including complex calculations, ratios and statistics as examples. Advanced Excel skills required; proficient with MS Word, PowerPoint, Project and Visio
- Strong Analytical skill set. Demonstrated skills in conceptual and analytical thinking, driving results, creative problem solving, consulting and collaboration within all levels of the organization.
- Strong project management skills and attention to detail with the ability to prioritize and manage multiple assignments in a fast-paced environment. PMP certification desirable.
- Ability to communicate with and influence all levels of management within various countries/cultures. Strong verbal and written communication skills and presentation skills.

Contact: jacknuse@comcast.net

Western Region Sales Manager, So CA (Industrial Safety Products & Solutions)

Location: Ontario, CA (10 state territory)

Reports to: VP of Regional Sales

Compensation: Base \$70K-75K + car + benefits (Bonus Potential to 20K+)

Direct Reports: Four (3 Territory Sales Managers and 1 Inside Sales Associate)

Travel: approximately 60%

Job Description/Summary:

The position of Western Regional Sales Manager is a dual role approximately split 70% / 30% between the roles of individual Sales Manager with responsibility for generation of new sales and the secondary role of the Management and leadership of a four person sales team.

The Western Region Sales Manager will manage customer and partner relationships and have full responsibility for achieving planned sales goals within our Western Region comprising the states of California, Oregon, Washington, Nevada, Arizona, Utah, Colorado, Idaho, Montana and Wyoming.

This position is critical and will prove pivotal in the continued growth of our systems and safety solutions. This position requires a self-directed, energetic person who is results oriented and capable of professional and detailed follow through. The ideal candidate will be able to develop a strong Western Regional team and drive the business forward to achieve the goals set for the region.

Specific Responsibilities:

The Western Region Sales Manager will:

- Manage, lead, train, mentor and motivate the sales team to achieve increased sales to exceed projected budgets, plans and forecasts on volumes and margins, and obtain sustained market leadership.
- Direct the sales team in opening up new sales opportunities in a professional and timely manner and ensure that the Company is the preferred supplier at the expense of competitors.
- Manage the allocation of tasks to Territory Sales Managers, set targets and objectives and ensure that a quality professional service is provided to all existing and potential customers.
- Plan and forecast sales order intake within the market sectors for short and medium term.
- Set up, plan and present product lines to Owners, Architects, Engineers and Contractors that could potentially use our products.

Education and Experience

- Minimum of a Bachelor's Degree from an accredited University, preferably in Sales, Marketing or Risk Management, or a combination of education and experience equivalent to a Bachelor's Degree.
- Must have a minimum of 3-5 years proven success with new industrial business sales.
- A good understanding of Sales Management techniques would be desirable.
- Previous experience in technical or construction related discipline an advantage along with a Technical "mindset".

Skills & Abilities

- Excellent interpersonal and communication skills (written as well as verbal).
- Proactive mindset to recognize direct and indirect opportunities for lead generation and sales.
- Must be personally driven to really drive business opportunities forward.
- Self-motivated, individual contributor and team player.
- Working knowledge of MS Office (specifically Excel, Word and Outlook), and CRM tools.
- Must be able to manage and build a team of people and clearly communicate our brand and products so they continually develop and exceed expectations set.

Full benefits provided!

Qualified candidates please send résumé in Word format to: todd@deforestsearch.com.

Vice President of Human Resources (Phoenix, AZ)

As the Vice President of Human Resources you will lead the development and deployment of HR operational processes, systems and associated analytics including managing all HR systems driving a fast-growing, multi-state, multi-site organization. You will innovate through automation, process improvements and system enhancements and lead the operational direction for the Human Resources Department. This position will work closely with all of the areas of the business (operations, acquisitions and development) to ensure continuous evaluation and improvement of HR operational processes and vendors/service providers. You will serve as an advisor on all HR related issues/activities and provide pioneering compensation, benefits, solutions and employee relation programs.

ESSENTIAL KNOWLEDGE SKILLS AND ABILITIES:

- Thorough understanding of all human resources functions including federal and state employment laws (including California) relating to compensation, benefits, EEO/AAP leaves and terminations
- Working knowledge of HRIS systems is preferred
- Must be a results oriented professional with excellent verbal/written communication skills using diplomacy and discretion as well as strong customer service skills and clear, concise writing style
- Decisive individual who possesses both a strategic and operational focus. Attention to details while maintaining the big picture. Adapts appropriately to changing conditions and can work effectively in ambiguity.
- Thrives on initiating, building and cultivating strong relationships inside and outside; highly collaborative; navigates and activates alignment across organizational silos.
- Experience developing and delivering presentations to senior management and large audiences
- Broad experience and knowledge of a variety of HR technology

ESSENTIAL JOB FUNCTIONS:

- Contributes to the business strategy by assisting management team to identify, prioritize and build organizational capabilities, behaviors, structures, and processes
- Ensures policy and procedures protocols are accurate and in compliance by providing policy interpretation on a broad spectrum of the Human Resource function areas, including Payroll, Employee Relations, Benefits, Compensation, 401k management, EEO/AAP, Safety, Legal Compliance/Risk Management, Insurance and HR Information Systems
- Leads an HR Team that is responsible for ensuring legal compliance with human resource federal and state requirements; maintaining records; representing the organization at hearings; processing payroll; developing and maintaining associate benefit programs
- Leads the HR and project management function for company restructures and business transformations

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- Provides guidance on general recruiting practices and training initiatives especially as it relates to new hire onboarding
 - Builds and maintains collaborative partnerships with stakeholder groups to ensure business needs are being met
 - Demonstrates leadership skills to provide direction, support, influence and mentoring, foster a cooperative work environment, and motivate to drive continuous improvement with a primary focus on the employee experience.
 - Strong relationship, teambuilding, client-focused orientation and ability to deliver results; strong partnering skills – experience collaborating with business partners
 - Negotiates contracts with service providers supporting cost effective business objectives.

DESIRED EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree in Human Resources and/or Business Administration required, Master's Degree highly preferred
- 5-10 years hands-on experience in a VP level HR role including classification, compensation, employee benefits/wellness, and employee relations
- Knowledge of applicable human resource statutes and regulations
- Advanced knowledge and understanding of human resources management principles, practices and standards, as applied to public institutions
- Excellent skills in examining operations and procedures, formulating policy , and developing and implementing new strategies and procedures
- Effective professional Human Resources leadership skills and the ability to supervise and train employees
- Ability to analyze problems and develop creative solution to complex Human Resource issues
- Advanced verbal and written communication skills, customer service, analytical and critical thinking skills

Please have interested candidates send resumes to ke@fishelhr.com

Area Manager, Human Resources

10+ years of HR or related experience.
West Chester-Studio Park, PA 19380
Job ID 16460

QVC is currently seeking an Area Manager, Human Resources to oversee and partner with QVC's Customer Fulfillment Service client group. In this visible and diverse role, you will be responsible for delivering an exceptional partnership for the operations and strategic movement of the centers.

We look for this HR leader to assist in the operations of the CFS group for setting the long-range operations strategy from an HR perspective and to support QVC's growth plan, while implementing creative solutions that consistently deliver an excellent customer experience and drive network results.

The Area Human Resources Manager reports to the Director of Human Resources or Vice President of Human Resources and acts as a strategic business partner to Senior Vice Presidents and/or Vice Presidents. Additionally, they may at times support a Director/General Managers of the division(s) within their area of responsibility. They manage the human resources function of a division or group of divisions, and this individual directs the human resources-related efforts of multiple sites and/or business units, which includes 40+ human resources staff with multiple senior manager direct reports who support thousands of employees across all locations. The Area Manager, HR provides advice and counsel to client groups and staff on the human resources implications of business strategies, conditions and changes, including, but not limited to, productivity and efficiencies, talent management, recruitment, employee relations, policy interpretation and application, benefits, compensation and project work in support of the overall objectives of the division(s) and QVC Agenda. The HR Area Manager acts as a liaison with the corporate support functions, such as staffing, finance, legal, payroll and security, and with outside experts to resolve issues of the division(s) they support. The Area Manager, HR is responsible for the management of all human resources related to staff members, associated multiple site budgets, and human resources-related program, projects and policies of the division(s) he/she supports. He/she is also responsible for the coordination of effort with other Area Managers, Senior Vice Presidents, Vice Presidents, site General Managers, Directors and corporate affiliates in resolving issues at the division/organizational level.

Strategic Business Partner

- Acts as a strategic business partner to Senior Vice Presidents and/or Vice Presidents and their teams as required, which is composed of multiple departments and sites and equates to thousands of employees (exempt and non-exempt).

People Strategist and Employee Experience Architect

- Advise, challenge and align key stakeholders (RPD, Finance, Legal, Engineering, Facilities, etc.) to division and overall business priorities.
- Drive employee engagement across every touch point (end to end), capturing the hearts and minds of our employees to achieve breakthrough business results.
- Lead for client areas the QVC-wide organization effectiveness efforts, determined as a part of annual planning process or as the business demands. Examples include efforts to shape culture, assimilate mergers/acquisitions, organization re-designs, workforce planning and leadership acceleration.

The Area Manager will also lead site HR teams and drive the innovation of legacy HR practices to increase business, customer and employee outcomes, as well as lead HR team of 40+ HR managers, individual contributors, non-exempts and exempts that support a local business client areas. The facility team increases during peak season to support the need to successfully recruit, hire and retain thousands of seasonal employees. Responsibilities for the HR responsibilities of local team include employee relations, recruiting, hiring, terminations, payroll, training, development, wellness, etc., and leading, developing and partnering with key stakeholders to pioneer changes to policy, practice and past guidelines.

Talent Management & Organizational Effectiveness Leader

- Organizational Capability Builder: Coaching line leaders in growing the leadership, talent and technical capability pipelines.
- Diagnosing and implementing structures and strategies to improve individual and organizational performance; creating and implementing effective strategies to enable the organization to thrive through periods of change, e.g., acquisition, internal growth, restructurings.

Required Qualifications:

- Education: Bachelor's degree in Business, HR or related field(s).
- Experience: 10+ years of HR or related experience and 5+ years of supervisory/management experience overseeing regional teams.

Preferred Requirements:

- Master's degree in HR or related field or MBA preferred.
- SPHR certification preferred.

<http://www.qvc.jobs/jobs/74928/>

HR Manager

The Human Resources Manager is responsible for providing effective and efficient Human Resources support for the Irvine, CA Folding Carton manufacturing facility with approximately 230 employees. He or she provides coaching and support, policy interpretation and application to include matters relating to the site's labor relations; specifically they oversee management's consistent execution of the Collective Bargaining Agreement and adherence to labor regulations and company policies. The Human Resources Manager drives culture initiatives that include employee communications, health & wellness, community involvement, reward & recognition, performance management and a variety of other activities. This position has one direct report. They understand and align business operations and Human Resources as he/she executes their role to exceed customer expectations and align with GPI business, cultural, financial and operational objectives. Direct report will be a HR Coordinator and reports into the Plant Manager.

JOB FUNCTIONS:

Job functions include, but are not limited to the following.

- Provide employee & labor relations counseling and problem solving for managers and employees to ensure a productive work environment, remaining consistent with company values and policies and in adherence to state and federal regulatory law
 - Provide advice, counseling and training to managers and supervisors on performance-based issues including corrective action plans, terminations, and severance agreements
 - Career development planning and execution for direct reports
 - Investigate employee relation issues such as employee grievances and complaints, harassment allegations and recommend appropriate action
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- Oversee the areas of employment, affirmative action, employee benefits, compensation, performance appraisal programs, personnel record keeping, unemployment claims and employee relations, training, and HRIS for the operating location assigned to
 - Manages the Collective Bargaining Agreement and Labor Relations including contract administration responsibilities: Partnering with the Labor Relations team to negotiate the sites' Collective Bargaining Agreements; facilitating a partnership with the local Union Committee and local Business Agent. Administration and coordination of the grievance process.
 - Manage affirmative action programs including implementing and providing training to management regarding AA goals
 - Develop recruiting strategies for hourly and salaried positions. Coordinates and fully participates in the recruiting and selection process
 - Partners with leadership to identify and determine management development needs
 - Manages and coordinates site succession and workforce planning efforts
 - Other duties as assigned

BACKGROUND / EXPERIENCE:

- External candidates must have a minimum of five (5) to ten (10) years' experience managing Human Resources in a unionized environment. Manufacturing preferred but not required.
- Experience managing multiple labor related activities such as grievance process, arbitrations, contract negotiation preparation to include contingency planning, participating in the negotiation process
- Experience managing multiple human resources generalist disciplines at all levels from production to professional level employees
- Prior experience supervising direct report
- Bilingual Spanish, preferred

EDUCATION / KNOWLEDGE:

- Bachelor's Degree in Human Resources, Masters preferred, in related field or compensatory closely related work experience required in lieu of degree
- PHR or SPHR certification preferred
- Demonstrated knowledge of Labor Relations and NLRB regulations
- Demonstrated knowledge of federal and state employment laws and other government compliance regulations

Keith B. Elliott, Talent Acquisition Recruiter
Graphic Packaging International
Keith.Elliott@graphicpkg.com

Human Resources Specialist in Valencia, CA.

The primary role of the Human Resources Specialist is to maintain employee records, including personnel status updates, new hires and terminations. The HR specialist will create and

manage a variety of reports from the Company's HRIS system including headcount, turnover and other monthly and annual reports. Additionally the HR Specialist will be the primary resource responsible for generating ad hoc reports on HR related topics.

The Human Resources Specialist will frequently be asked to assist with a variety of HR related projects, including coordinating in-house or web based meetings; serving as an HR representative on designated committees; as well as assisting with benefits and wellness programs, annual salary and performance cycles, and employee moral programs. The HR Specialist will provide on-boarding information to employees and will answer employee questions regarding HR practices or policies.

This position requires a good general understanding and familiarity of Human Resources concepts, practices and procedures, a high degree of accuracy and detail orientation, good judgment, excellent interpersonal skills, flexibility in changing roles and priorities, and complete confidentiality in all matters.

Job Duties:

- Perform accurate and timely HRIS data entry of employment-related actions (i.e. new hire set up, separations, salary changes, promotions and title changes), process changes in a timely and accurate manner. Ensure the proper authorization has been documented for record changes.
- Provide general assistance and support to the Director of Human Resources and HR department in a variety of administrative tasks, as designated (i.e. coordinating meetings, assisting with presentations or disseminating materials, representing the HR department on committees, etc)
- Serve as a general contact for HR related inquiries; or offering guidance, direction and information to specific contacts
- Work closely with HR management to prepare and update company organization charts, announcements or other public communications accurately and regularly
- Collaborate with all levels of the Company to facilitate required training on employment-related policies, mandatory or regulatory labor compliance, and employee or leadership development training throughout the U.S. and Canada
- Create, maintain and generate monthly reports using the company HRIS system. Review and modify queries as needed to insure accuracy and utility of the reports.
- Manage Air Quality Management District (AQMD) compliance and communications, including Van Pool coordination, Car Pool Incentive programs and awards
- Coordinate employee entertainment and recreation discount programs, coupons, flyers and communication
- Update, monitor and maintain Employee Bulletin boards with mandatory and general communications
- As designated, serve as an HR representative on department or Company-sponsored committees

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- Become cross trained in more than one functional area of the department, as back-up support
 - Attend regularly scheduled or impromptu departmental meetings, and Company-sponsored training, as required
 - Maintain complete confidentiality in all matters
 - Travel as necessary or requested by management

Education

- College course work or certification courses related to the HR field are preferred; or a combination of relative education and experience is required

Experience

- A minimum of 3 years of previous experience in administrative, employee training or HR support, is preferred
- Demonstrated detail orientation and understanding of record keeping and audit functions
- Proven ability to generate reports and perform standard analytical analysis
- Proven ability to provide excellent customer service, with the ability to deal tactfully, confidently and ethically with both internal and external customers
- Demonstrated ability to work independently, and be flexible in changing roles or priorities quickly
- Proven ability to maintain confidentiality in all matters

Qualifications:

- Excellent organizational and time-management skills
- Clear and accurate data entry and documentation skills
- Ability to be detailed oriented and perform in-depth research, if required
- Ability to be cross-trained in multiple critical areas of the department
- Good working knowledge and competency working with integrated data systems, HRIS programs, Microsoft Office Suite, including Outlook and intermediate to advanced Word and Excel (i.e., spreadsheets, formulas, importing and exporting of files, as applicable), is required; Visio and graphic software skills are a plus

Resumes can be sent to my contact below:
Sonia Cruz, Benefits/Compensation Manager
Valencia, California, United States
Email: Sonia.Cruz@wescoair.com
Web: www.wescoair.com

Manager Learning & Development

The Learning & Development Manager is responsible for the overall coordination, design and delivery of professional training and leadership development initiatives for The Wet Seal Inc. workforce. These responsibilities include the assessment and identification of training needs, design and development of curriculum content, facilitation of training delivery strategy, tracking

and coordination of training delivery/sessions and support of the learning management system (LMS). The training and development activities will focus on leadership development, operations skills, customer service skills and other general training requirements as needed. The individual will also be responsible for designing and administering a feedback loop to measure effectiveness of training and development activities and recommending/implementing solutions to address any needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Leads the overall coordination, development and delivery of training and development activities for Wet Seal Inc. headquarters and field employees
- Conducts ongoing needs assessments and identify training requirements
- Designs and develops and maintains course content and instructional materials both written and e-learning (i.e., instructor & student guides, presentations, job-aids, graphics, multimedia, etc.)
- Partners with key stakeholders and internal customers to develop effective training curriculum with defined business objectives
- Develops and executes training delivery strategies, ranging from in-person classroom training to webinars to e-learning
- Oversees coordination of scheduling and logistics for classroom training sessions, webinars, and other training activities
- Presents and delivers training material to participants (where appropriate)
- Maintains tracking of completed training and distributes metrics reports
- Manage existing vendor relationships and actively seek out new vendors when appropriate
- Provide internal consulting support to leaders to help drive the effectiveness of their organizations
- Provides coaching and feedback to help individuals and groups strengthen a specific knowledge or skill area
- Manages projects to ensure all offerings are successfully delivered on time, on budget, and to client's expectations
- Collaborates with other training resources to ensure alignment of initiatives and utilization of training tools and platforms (for example, e-Learning)
- Performs other duties as assigned or requested

EDUCATION and/or EXPERIENCE:

- Bachelor's Degree in a related field or equivalent work experience
- HR certification preferred
- 5 to 7 years' experience in instructional design, development, delivery and evaluation of written and e-learning content
- Previous retail industry experience with a strong operations background

QUALIFICATION REQUIREMENTS:

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- Proven ability to influence and drive change and adaptability to a changing environment
 - Well versed in adult learning principles, assessing organizational development needs and implementing solutions
 - Ability to incorporate instructional design processes and the delivery and measurement of learning solutions using instructional technology and learning systems
 - Demonstrated writing and editing skills with a strong attention to detail
 - Excellent platform and facilitation skills with highly developed engagement techniques
 - Proven skills in project management with a results-oriented sense of urgency
 - Experience in multiple location training implementations
 - Strong interpersonal skills with proven ability to work with all levels of the organization
 - Proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook) and learning management systems
 - Experience with graphic design, video production and rapid e-learning design tools is strongly preferred
 - Some travel

WORK ENVIRONMENT:

- Rapidly growing, constantly changing, dynamic environment

Emma King
Emma.King@wetseal.com
