



**SEGUE
SOLUTIONS**

Career Strategy September 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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August 2014 Unemployment Rates

United States
6.1%

California
7.4%

LA County
8.1%

10 Steps to Achieving Success in Life

By Jesse Torres

This spring I was asked to give not one, but two, commencement speeches. While I will not be addressing graduates at [Harvard](#), [Yale](#), or [MIT](#), I will be speaking to members of the next generation - our future. And as such, I plan on doing my part to inspire this group of leaders.

Commencement speakers look for nuggets of wisdom that graduates will take with them as they journey forward in their lives. Along the way, speakers hope to inspire a life or two and create reason for a cheer, a tear or evoke fear. My speech will be titled 10 Steps to Achieving Success in Life. The list is by no means all-inclusive. However, I think it provides a very good starting point from which to develop a road map for successful living. I think the graduates will find great value in this list. I only hope that I will be able to live up to my own advice and consistently follow these 10 steps.

10 STEPS TO ACHIEVING SUCCESS IN LIFE

1. Set Goals: *"Would you tell me, please, which way I ought to go from here?" "That depends a good deal on where you want to get to," said the Cat. "I don't much care where," said Alice. "Then it doesn't matter which way you go," said the Cat. - dialogue between Alice and the Cheshire Cat in Lewis Carroll's book, Alice's Adventures in Wonderland*

People who know what they want and have set a course for achieving their goals are generally happier than those that just let life happen to them. This wisdom is not new. Earl Nightingale once said, "Don't wait for something outside of yourself to make you happy in the future." Ralph Waldo Emerson encouraged goal setting by stating that, "Once you make a decision, the universe conspires to make it happen."

2. Don't Fear Failure: *"I failed my way to success." - Thomas Edison*

So often we are taught in our lives that failing is a bad thing. Failure is almost always placed at odds with success. Yet without failure few would know the way to success. No one ever did it right all the time. But most that have experienced some success have failed at some point.

3. Take Risks: *"Life is either a daring adventure or nothing at all." - Helen Keller*

Life is more fun and exciting when we take risks. At the end of the day there is truth to the statement, "nothing ventured, nothing gained." But be calculated - risk should not be taken for risk's sake.

Opportunity may knock, but it may not stand around very long. Be ready to go on an adventure at the knock of a door. A successful life includes not having regrets for not having taken enough risks.

4. Don't Stop Learning: *"Live as if you were to die tomorrow. Learn as if you were to live forever." - Mahatma Gandhi*

The more you know, the more you realize you do not know. Formal education just scratches the surface and is a drop of our capacity to learn. Knowledge, no matter how insignificant it may appear to be, gives us a reason to get out of bed every morning. Make it a habit to learn something new each day. Treat knowledge like a new friend. Life is so much more satisfying when we make a new friend every day.

5. Do Not Settle: *"If you haven't found it yet, keep looking. Don't settle."* – Steve Jobs

Success is a process – not an event. Some goals may happen overnight. Others require more time, energy, and alignment of some planets. Do not get discouraged. Keep plotting forward with your plan. Evaluate your progress and make course corrections. Keep your goal top of mind and keep your feet moving. Michael Jordan once said, "If you're trying to achieve, there will be roadblocks. I've had them; everybody has had them. But obstacles don't have to stop you. If you run into a wall, don't turn around and give up. Figure out how to climb it, go through it, or work around it."

6. Live a Balanced Life: *"My point is, life is about balance. The good and the bad. The highs and the lows. The piña and the colada."* – Ellen DeGeneres

In life we are constantly be pulled in many different directions. Family, work, school, faith, community, etc. It is impossible to give attention to all things at once. There are not enough hours in a day to carve out time for each demand. However, over the intermediate- and long-term, we can achieve balance. A balanced life should include doing a good job at work. Earning an honest pay for an honest day's work. Balance means taking time to treat the body well and keeping it running properly with good foods, exercise, and rest. Balance means being present for the family. Few can give the family all the time it demands. But giving it "quality time" will keep the family healthy and happy. Balance means taking some time for oneself to recharge the batteries. Balance means being of service to the community and giving back. Balance means feeding the soul through religion and/or spirituality.

7. Seek a Mentor: *"Tell me and I forget, teach me and I may remember, involve me and I learn."* - Benjamin Franklin

While there are advantages to failing, failure for failure's sake is of limited use. Work towards success and deal with failure as a byproduct of a well-developed plan. The best way to achieve success and limit failure is to work with someone that has already been down the same road. There is plenty that can go wrong as we travel down the road towards success. By eliminating the low hanging fruit on the tree of failure we improve the odds of success and ensure that we experience only the most worthy type of failure. And remember to thank your earliest mentors, your parents, teachers, and others, who inspired you to succeed and set you on your journey.

8. Shut Up and Listen: *"I like to listen. I have learned a great deal from listening carefully. Most people never listen."* – Ernest Hemingway

Too often we spend our time doing all the talking and not doing any listening. Even when we're listening, we're thinking about the next thing we're going to say. By truly listening we can fully understand what we are being told and properly engage in the conversation. If we do not listen we cannot provide what is needed. We cannot give the needed advice, solution, or shoulder to cry on.

9. Network: *"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."* - Maya Angelou

No one in this world achieved success on their own. Success requires that you lean on someone for support. That's where the network comes in. True networking means being of service to those in the network – and not expecting something in return. Then when needed, the network will find a way to return the favor.

10. Carry a Notebook: *"Always carry a notebook. And I mean always. The short term memory only retains information for three minutes; unless it is committed to paper you can lose an idea for ever."* – Will Self

Our lives are busy and getting busier. Over the course of a day we'll have ideas, solutions, and epiphanies. If we do not have a way to capture them we risk losing them forever. A notebook, whether hardcopy or electronic, helps us record our thoughts, release the mental storage, and move on to the next great idea or solution.



Career Center

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

Jobs Posted August 20th

Human Resources Manager

Emser Tile & Natural Stone - Los Angeles, CA

Emser Tile is seeking a results-driven, innovative Human Resources Manager for our corporate office in West Hollywood, CA. As the Human Manager, you will collaborate on strategic HR initiatives and projects, but also manage day-to-day tactical responsibilities, including Talent Acquisition, Compensation & Benefits, Employee Relations and HRIS/LMS systems. [more info...](#)

Human Resources Business Partner (HRBP)

Quest Diagnostics - San Juan Capistrano, CA

HRBP needed to design and implement a sustainable organization that supports growth, quality and productivity by: driving the People strategy, leveraging human capital to increase organizational capability and service delivery and facilitating employee advocacy and fostering employee engagement. Partners with business/functional leaders at the mid to senior level to influence the design and execution of the business strategy by providing consultative support and leadership. Job ID: 3729187 [more info...](#)

Director of Employee Relations

The Help Group - Sherman Oaks, CA

The Help Group is a large (900 employees) innovative organization serving children with special needs. Founded in 1975, The Help Group is the largest, most innovative and comprehensive nonprofit organization of its kind in the United States serving children with special needs related to autism, Asperger's disorder, learning disabilities, ADHD, mental retardation, abuse and emotional problems. [more info...](#)

Compensation Analyst

L.A. Care Health Plan - Los Angeles, CA

Under limited guidance, the Compensation Analyst will work on compensation analyses, with guidance from the manager and other senior Human Resources staff. In addition, the position is responsible for effective implementation, administration and maintenance of compensation programs and processes as it aligns with the Compensation/Total Rewards strategy. [more info...](#)

Benefits Compliance Specialist

American Solar Direct - Los Angeles, CA

American Solar Direct is looking for an experienced and flexible hands-on Human Resource professional with benefits administration background and HR generalist experience. This position will provide a great depth of knowledge and professional experience to support timely and efficient execution of the HR function. The primary responsibility is to own all aspects of employee benefits; this includes Healthcare, 401k, Leave of Absence, Workers' Compensation, onboarding and off boarding. [more info...](#)

Talent Acquisition/HR Generalist

Icon Media Direct - Van Nuys, CA

Icon Media Direct is a media buying and planning agency specializing in performance-based advertising in the direct response space. We provide unique strategies, knowledge and expertise. Our client's success is truly our passion. Due to our growth we need a dynamic HR professional who has the competitive spirit of a recruiter and the knowledge and experience of an HR Generalist. [more info...](#)

Benefits Administrator/Human Resources Generalist (Bilingual)

Benefit Communication Insourcing - Colton, CA

The Bilingual Benefit Administration Specialist is responsible for the administration and enrollment of ALL benefits with newly eligible and existing employees as directed by Benefit Communication Insourcing and the client's Human Resource department. [more info...](#)

HR Generalist

VXI Global Solutions, LLC - Los Angeles, CA

VXI Global Solutions Inc., A dynamic and rapidly growing \$150 million MBE Contact and Technology outsourcing company headquartered in Los Angeles with field offices in Ohio, Arizona, and Texas, and Offshore Development in China, the Philippines,

and South America. We are seeking an EXPERIENCED HR Generalist for our brand Los Angeles corporate office. [more info...](#)

Jobs Posted September 4th

Senior Human Resources Generalist

Long Beach Memorial Medical Center - Long Beach, CA

Will report to the Director as a key member of the HR team. This employee will contribute to the success of Human Resources by taking lead roles in HR projects, initiatives and programs, particularly in the areas of Workers Compensation, Leave of Absence and the ADA Interactive process. 5 years of HR experience including extensive experience in Workers Compensation and Leave of Absences required. BA degree preferred. To apply, contact Stella Kim at ekim3@memorialcare.org or 562-933-1297. [more info...](#)

Senior Human Resources Consultant

Oasis Outsourcing - Los Angeles, CA

Oasis Outsourcing, is one of the largest Professional Employer Organizations (PEOs) in the nation (as noted in the Staffing Industry Analysts list of largest PEOs published in August 2012), providing Human Resources, Employee Benefits, Payroll, and Risk Management services on an outsourced basis. With annual revenue exceeding \$5.3billion, Oasis Outsourcing is an industry leader. Serving over 4,700 clients and more than 145,000 worksite employees throughout the United States. [more info...](#)

Human Resources Consultant

Oasis Outsourcing - Los Angeles, CA

Oasis Outsourcing, is one of the largest Professional Employer Organizations (PEOs) in the nation (as noted in the Staffing Industry Analysts list of largest PEOs published in August 2012), providing Human Resources, Employee Benefits, Payroll, and Risk Management services on an outsourced basis. With annual revenue exceeding \$5.3billion, Oasis Outsourcing is an industry leader. Serving over 4,700 clients and more than 145,000 worksite employees throughout the United States. [more info...](#)

Manager, Learning Management

CO-OP Financial Services - Rancho Cucamonga, Inland Empire, CA

Reporting to the VP, Human Resources, the Manager, Learning Management will engage in the strategic design of talent solutions that elevate both individual and

business performance and leads the planning and execution of those strategies through training staff and HR Business Partner channel. This position is also accountable for the management of recruitment staff and leadership development. [more info...](#)

Talent Acquisition/HR Generalist

Icon Media Direct - Van Nuys, CA

Icon Media Direct is a media buying and planning agency specializing in performance-based advertising in the direct response space. We provide unique strategies, knowledge and expertise. Our client's success is truly our passion. Due to our growth we need a dynamic HR professional who has the competitive spirit of a recruiter and the knowledge and experience of an HR Generalist. [more info...](#)

Jobs Posted September 17th

Associate Vice President, Human Resources (JOB ID 4211)

California State University, Northridge - Northridge, CA

California State University, Northridge seeks Associate Vice President for Human Resources (AVPHR) (Job ID 4211). The AVPHR is the chief human resources (HR) officer who provides vision and leadership aligned with the campus priorities and attuned to the changing workplace demographic, and is charged with the responsibility for planning, organizing and implementing a comprehensive HR program. [more info...](#)

HR Coordinator

Community Bank - Pasadena, CA

Community Bank is seeking a highly creative and experienced HR professional to support the Director and Manager of Human Resources. This self-motivated individual will maintain employee records and perform various clerical aspects of employment, recruitment, employee benefits, payroll, HR programs and special projects. [more info...](#)

Manager, Learning Management

CO-OP Financial Services - Rancho Cucamonga, Inland Empire, CA

Reporting to the VP, Human Resources, the Manager, Learning Management will engage in the strategic design of talent solutions that elevate both individual and business performance and leads the planning and execution of those strategies through training staff and HR Business Partner channel. This position is also accountable for the management of recruitment staff and leadership development. [more info...](#)

Compensation Analyst

L.A. Care Health Plan - Los Angeles, CA

Under limited guidance, the Compensation Analyst will work on compensation analyses, with guidance from the manager and other senior Human Resources staff. In addition, the position is responsible for effective implementation, administration and maintenance of compensation programs and processes as it aligns with the Compensation/Total Rewards strategy. [more info...](#)

[Director of Human Resources](#)

The Help Group - Sherman Oaks, CA

We are currently seeking an experienced Director of Human Resources to focus on employee relations, performance management, and retention and recognition programs. The Director of Human Resources primary role will be to provide advice, consultation, and guidance to support a positive employee relations environment that adheres to agency's goals and objectives. [more info...](#)

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



The SHRM Job Board also has local opportunities at

http://jobs.shrm.org/home/index.cfm?site_id=1612

CB & ASSOCIATES INC.

CB and Associates frequently has local opportunities:

www.cbrecruiters.com

[Senior Payroll/Benefit Specialist](#) contract position opening for a company in the beauty industry located in the South Bay.

- This contract will start in Sept-March 2015.
- Salary is open DOE.
- Must have ADP Workforce Now experience.

Please contact me directly for further details.
Cindy Belicka, CB & Associates Inc. Executive Search
310-374-2856 phone or 509-694-5981 fax
cbelicka@aol.com email or www.cbrecruiters.com

Health Net is currently recruiting for multiple openings in our Customer Contact Training Department. (These positions require HR experience but do not work in the HR Dept.)

-
1. [Training Curriculum Developer](#) - 14003350 (requires experience in developing customer services training programs) Rancho Cordova or Woodland Hills, CA
 2. [Learning Management System Coordinator](#) - 14003362 (requires 3 years HR experience and e-Learning experience) Woodland Hills, CA
 3. [Training and Development Specialist III](#) - 14003348 (must have customer contact experience)

Health Net offers competitive salaries along with excellent benefits including: medical, dental, vision and life insurance; matched 401-k; paid time off, short and long term disability and much more.

For further information and to apply on-line, please visit:
www.careersathealthnet.com.

Karen E. Blum, CDR Sr. Staffing Consultant, 4002-Staffing Health Net, Inc. | 21281 Burbank Blvd., Woodland Hills, CA 91367 | Mailstop: CA-900-01-12 Phone: (818) 676-7102 www.careersathealthnet.com | www.healthnet.com

The Everest Group has been retained by APL Logistics to place a [Regional Human Resources Manager](#). Please see the complete description below to determine if this position is in line with your background. If interested, please send your resume in MS Word (.doc or .docx) or PDF format to Matt Albanese at malbanese@theeverestgrp.com.

Also, please consider your professional network and share this information with anyone who may be interested.

For a complete list of positions The Everest Group is currently working to fill, please visit our website at www.theeverestgrp.com.

Matthew Albanese, Principal [The Everest Group](#)

Established manufacturing company of point of purchase displays, in-store signage, and retail/industrial packaging near West Covina is looking for an experienced bilingual Spanish [Human Resource Manager](#).

Individual should have 5+ years of experience in Human Resources performing generalist duties. Proven success in recruiting, worker's compensation, benefits, payroll including union payroll.

Some of the responsibilities involve performing labor relations, recruiting, W/C, payroll processing, including union payroll/garnishments. Benefits, Safety trainings, terminations etc. Able to work flexible hours this is NOT an 8-5 position. Any other experience that would be helpful: Proven success in managing all aspects of Human

resources... Experience working in a Union environment Ability to work independently, excellent communication skills, friendly people person. Able to multi task and work on many projects at once. \$75K-\$90K annually!

Required background or experience: 5 years exp. human resources in manufacturing, Union payroll, bilingual Spanish, BA Degree Required,(PHR, SPHR) highly desired

You are a one person show. Must be able to complete a Pre-Employment Verifications: Must pass background and reference checks, drug screen, and physical examination prior to employment.

Jeanine Davis, Senior Executive Recruiter, Metro Point Towers
959 South Coast Drive, Suite 300, Costa Mesa, CA 92626
D. 714-581-8043 or O. 714-881-1850
jdavis@mattsonresources.com

The executive recruiting consulting firm of Saenger Associates has been exclusively retained to search for the position of [Director, Total Rewards](#). Our corporate client, located in Southern California, is privately owned and has been a market leader for decades. The company is a world-wide leading provider of products in its industry.

DESCRIPTION

- Reporting to the VP, Human Resources, the Director, Total Rewards is a strategic Human Resources leader responsible for the company's total reward strategy
- Oversee the management of all health benefits
- Ensure all reward programs including benefits, wellness, compensation and HRIS systems are competitive, sustainable, and scalable for the company's short and long term strategic goals
- Analyze reward programs to ensure alignment with business strategy. Analyze market competitiveness and cost effectiveness of compensation and benefit plans
- Further develop executive, management and employee compensation programs
- Lead the development and management of HRIS systems to enhance HR reporting/analytics capabilities
- Maintain current knowledge of government rules and regulations (ACA, ERISA, FLSA, FMLA, ADA, COBRA); fulfills compliance and reporting requirements
- Manage organization structure company-wide and evaluate changes that will drive company efforts to achieve company alignment and objectives

REQUIREMENTS

- A business person with at least 10+ years of human resources experience in the compensation and benefits' areas
 - An overall HR generalist background is a plus
 - Bilingual English / Spanish and / or experience with a Spanish speaking/bi-cultural workforce a must; cross border experience a big plus
 - Bachelor's degree in related field and / or an equivalent combination of experience and training
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- Must have recent and in-depth industry experience in manufacturing, distribution, supply chain and / or agriculture
 - Experience working with benefits programs with emphasis on health care, wellness and absence programs
 - Knowledge of federal and state labor laws and regulations (ERISA, COBRA, HIPAA and PPA)
 - Strategic and hands-on work experience required with sense of urgency and accountability
 - Previous experience with Oracle a plus
 - Must be a team player and a great and clear communicator

COMPENSATION

This position offers a competitive compensation and benefits package and relocation assistance

We welcome your suggestions or referrals. For consideration, please email your resume with current compensation, in strictest confidence, to jobs@saengerassociates.com.

For over 20 years, beeline Group has lived its vision by offering beautiful, fashionable accessories for everyone at reasonable prices. With our parent company based in Cologne, Germany, beeline's jewelry and accessories are represented in 39 countries. In the US, we have over 900 "Shops within Shops" with our partner retailers 12 retail stores (SIX and I AM) located throughout the country.

The **HR Business Partner** serves as a consultant to management on HR related issues. Major key result areas are recruitment, employee relations, and implementation of corporate HR models, processes and tools as well as guidelines, ensuring induction and continuous training & people development.

Major Responsibilities:

- Provide HR guidance to business unit management
- Manage and resolve employee relation issues
- Provide performance management guidance to business unit management
- Provide HR Policy guidance and interpretation
- Provide guidance and input in workforce and succession planning
- Identify management coaching and training needs
- Assess and anticipate HR related needs
- Improve work relationships; build morale, increase productivity and retention.

Qualifications:

- Bachelor's Degree required. Masters in HR Management preferred.
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- Minimum 4 years' experience in Generalist role (Recruiting, Compensation/Benefits, Employee Relations, Administration & Payroll, Labor Law, People development & Training) in the Retail industry is preferred.
 - Minimum of 3 years' experience providing HR support and consultation for a multi-state region.
 - Experience in a fast-paced environment, ideally in retail, sales or business services
 - Recruitment experience, including knowledge of selection procedures, interview techniques and labor law regarding recruitment processes
 - Ability to work systematically and independently
 - Ability to introduce HR concepts with regard to practical working processes
 - Ability to think and work analytically as well as to focus on results
 - Solid working knowledge of MS Office

To learn more, please visit our corporate home page and brand websites.

www.beeline-group.com www.I-AM.com <http://www.click-six.com/>

Lisa Marshall, Recruitment Manager, North America

lisa.marshall@beeline-group.com

Senior Compensation and Benefits Analyst

Key responsibilities:

1. Administer employee benefit and compensation programs, including performing audits, developing communications, & answering employee questions
2. Ensure benefit plans are administered according to plan provisions and company's regulatory guidelines
3. Take ownership of relationship with 3rd party benefit providers, serving as the primary point of contact, and work collaboratively to drive solutions
4. Analyze data on benefits & compensation to ensure proper implementation and competitiveness

Requirements:

- Bachelor's Degree
- 5 years' experience in Benefits & Compensation
- Certifications such as CEBS or CCP a plus

Payroll Specialist

Job Responsibilities:

1. Partner with HR team to implement best practices with the Payroll/HR structure. Work with HR and off-site Managers to ensure the integrity of the ADP/ E-time system is maintained and system is used to its capabilities.
 2. Responsible for balancing payroll runs and ensuring all compliance reports are prepared and fully reconciled.
 3. Customer Service Focus - Demonstrate a focus on listening to and understanding internal customer. Answer employee questions in a timely, professional matter.
-

4. Prepares reviews and organizes payroll documents for input for biweekly time sheets, bonuses payments and commissions.

Requirements:

- 3-5 years Payroll experience
- You have multi-state payroll experience
- Knowledge of ADP Vantage, ADP E-Time, ADP General Ledger a plus.

Contact: Alicia Kirson at 310-402-7672 or akirson@toptalent.com

Director, Human Resources Operations

I have an awesome opportunity for the right person. This is a Director of HR Operations and will focus on building compensation, systems and benefits programs for a pre-IPO company in Manhattan Beach. The role will report to one of the smartest people I know and an incredible mentor. This is for someone who wants to perform amongst the best of the best.

We are looking for a builder, someone who can look at the long term strategy but someone who is ready to dig in and build programs and process.

This person needs to have experience building compensation programs, implementing HRIS systems, developing programs and policies corporate wide along with developing and delivering communication programs. The role will pay 120-130k plus bonus and equity.

MUST have experience building these programs in a progressive environment with innovative programs.

CONTACT: Robin Levitt, President
4D Executive Search, 16255 Ventura Blvd. Suite 1012, Encino, CA 91436
818.528.6762W or 818.253.1150 C

Didi Hirsch is seeking a **HR Generalist** with expertise in talent acquisition, employee relations and compensation administration.

Didi Hirsch is a 44MM non-profit with over 500 employees throughout 11 locations. The HR Generalist works in collaboration with the agency's hiring managers and business units to develop and deliver top notch HR services that will increase our ability to attract, identify and select the best available talent.

The ideal candidate for this position will be someone who has a successful history as an HR generalist within a medium sized, multi-site organization. This position is best suited for someone who thrives in a fast-paced, ever changing county contracted environment. Demonstrated desire to work within a mission driven organization is a plus.

DUTIES

- Performs recruitment, selection and other employment activities for all positions.
- Using business acumen and strong listening skills, the HR Generalist will gather all necessary information and knowledge required to effectively fulfill each search.
- Identifies and contracts with employment agencies, online recruiting sources, and other recruiting sources to source job applicants.
- Employs creative and out of the box sourcing strategies for tough to fill positions.
- Utilizes exceptional writing and marketing skills to prepare a variety of recruitment communications including: compelling advertising announcements, recruitment status reports and other communications for various audiences.
- Maintains applicant tracking information and related year end reporting.
- Prepares marketing materials for use in either print materials or social media which may including Facebook, LinkedIn and Twitter.
- May also counsels and advises supervisors and employees on Agency human resources policy and employment laws.
- May monitor employee counseling and corrective action activities; counsels managers and supervisors in resolving employee performance problems and making staff decisions such as termination of employment.
- Will support projects related to compensation design, salary structure implementation and salary analysis.

Cynthia Bryan, SPHR, Vice President, Human Resources
Extension 2011 (Internal) (310) 751-5418 Phone (310) 751-5422 Fax
www.didihirsch.org

Human Resources Director (Manufacturing/Bilingual)

Location: Culver City, CA

Reports To: CFO

- Well established, privately-owned manufacturer, family business, operating for more than 60 years
- 250 production employees, 30 corporate employees, 3-shift operation
- Conservative business culture

This position will be responsible for directing all human resource activities for the manufacturing plant and corporate organization including employee and labor relations, compensation, benefits, compliance, safety and risk management.

Ideal candidate will be a "hands-on" manager, bilingual Spanish, have experience working in a mid-sized manufacturing environment, and are comfortable working in an environment where changes are made cautiously.

Responsibilities:

-
- Working closely with the Plant Manager, act as a mentor, resource and problem solver for management and staff.
 - Supervise one Human Resources Assistant.
 - Oversee new hire orientation and facilitate operations relating to onboarding and terminations.
 - Manage Hazardous Materials Disclosure Program, EEO-1, Affirmative Action Plan, Air Quality Management District Program, Annual Employee Hearing Test, SDS- Safety Data Sheets, and Sexual Harassment Prevention Program.
 - Oversee Emergency/Evacuation Plan, E-Verify implementation, OSHA reports, Workers Compensation administration and litigation, FMLA, Injury and Illness Prevention Program (SB-198).
 - Ensure plant management conducts Safety training/meetings.
 - Provide coaching, counseling, and conflict resolution, supporting managers on documenting and communicating performance feedback.
 - Ensure the company's policies and procedures are in compliance with applicable State and Federal employment laws.
 - Prepare and maintain Employee Handbook and personnel policies and procedures.
 - Conduct investigations into allegations of discrimination or harassment; make recommendations based on findings.
 - Oversee security guard schedules, security camera and building alarm system.
 - Screen and recruit new employees; assist in negotiating and implementing staffing agreements and other recruitment channels such as internet job boards.
 - Participate with senior management in negotiation and administration of employee benefit plans and workers compensation.

Qualifications:

- Bachelor's degree.
- Bilingual English/Spanish.
- 10+ years HR experience including at least 3 years in a management capacity within a manufacturing environment.
- Strong employee focus with excellent communication, judgment, and leadership skills.
- Strong knowledge of state and federal employment laws, benefits administration, and workers compensation.

Compensation: \$90,000 - \$100,000 + employee benefits

Contact: kathy.magel@yahoo.com

We are seeking a [Human Resources Director](#) for a high-end Palm Springs Hotel. Only California applicants should apply, and this position is available immediately.

The Director of Human Resources is responsible for the efficient management and administration of all human resources functions for the hotel, including, however not limited to, recruitment and selection, training and development, wage and benefit administration, coordination of colleague relations activities, and implementation of appropriate policies and procedures. Reporting directly to the General Manager, this Executive-level role provides each department with the personnel, guidance, and support necessary to achieve guest service and overall business objectives for the hotel.

Job Responsibilities:

- Organize the human resources strategy in conjunction with Company guidelines and initiatives.
- Participate in the preparation of the annual business plan and budget, supporting overall objectives and financial plans.
- Design and facilitate effective training plans and programs for colleagues, supervisors, and managers to ensure mandated training goals are achieved.
- Plan, coordinate, and administer annual employee satisfaction survey, in conjunction with Corporate Human Resources, and spearhead appropriate action plans with each department head in response to employee feedback.
- Facilitate new-hire orientation, familiarizing staff with Company standards, policies, procedures, practices, and programs.
- Advise managers on colleague issues and concerns; counsel colleagues and managers, as needed.
- Ensure hotel compliance with all applicable human resources processes and policies, and federal, state, and local laws.
- Drive the recruitment and selection process, developing job outlines and descriptions, completing necessary employment requisitions, and posting of employment opportunities, where needed.
- Lead the onboarding process, working in partnership with department managers to develop detailed and customized onboarding and training plans for all new-hires.
- Coordinate and execute colleague relations, communications, and recognition programs and events.
- Manage all workers compensation claims and OSHA recordkeeping.
- Act as in-house chief administrator for the HRIS system, processing all entries and generating necessary reports.
- Facilitate colleague benefits program and leaves of absence in collaboration with third-party benefits administrator.

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- Additional duties, as assigned.

Skills/Knowledge Required:

- Demonstrated ability to work with maximum accuracy, efficiency and attention to detail.
- Must be self-directed, motivated, and demonstrate exceptional customer service and interpersonal skills.
- Excellent ability to communicate clearly, concisely, and openly in all interactions (verbal and written).
- Strong conflict resolution/management and decision-making skills.
- Ability to exercise sound logic and judgment in evaluating situations and utilizing appropriate resources.
- Effective training and facilitation abilities.
- Technologically savvy, possessing a strong knowledge of all Microsoft Office software
- Proficiency in ADP TimeSaver and PayForce HRIS an asset.
- Demonstrated knowledge of all applicable federal and state laws and legislations.
- Maintains flexible schedule to meet the business needs of a 24/7 hotel environment, including weekends, evenings and holidays.

Physical Requirements:

- Must be able to sit at desk, walk and stand for long periods of time.
- Occasionally required to sit and stoop, kneel or crouch.
- Use hands to handle or feel objects, tools or controls; reach with hands and arms.
- Must have finger dexterity to be able to operate office equipment such as computers, printers, multi-line touch tone telephones, filing cabinets, facsimile machines, photocopiers, dollies and other office equipment as needed.
- Talk and hear and taste or smell.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Qualification Standards:

Education: Bachelor's Degree required, ideally in Business Administration or Human Resources Management.

Experience: Minimum of 5 years of related experience in a management role, preferably in a luxury hotel environment.

Grooming: All employees must maintain a neat, and well groomed appearance (specific standards will be provided).

To apply, please send résumé and cover letter (answering why you would be a good fit, and what are the key areas of focus for a person in this role) to:

recruit@peoplescapehr.com.

Human Resources Manager for one of our client in Vernon, CA

Job Type: Full-Time

Job Level: Mid-Senior Level

Job Location: Vernon, CA

Skills and Experience Required/Preferred:

- Bilingual in Spanish.
- 5+ year's human resources management experience.
- Must have 2-5 years of experience in payroll, processing salary and hourly payroll, garnishments and deduction entry.
- Experience in the manufacturing industry preferred.
- Understanding of employment laws.
- Experience with processing full payroll for salary/hourly employees.
- Experience with completing daily attendance for hourly employees.
- Experience with other payroll includes wage garnishments, payroll entry, and benefit deductions entry into payroll system.
- Ability to recruit various candidates from salaried to hourly employees and have strong candidate assessment skills.
- Experience in recruitment from various sourcing resources and be proficient in creating job descriptions and job postings.
- MBA & PHR preferred.

Mandates:

- HR Industry with MBA (PHR Preferred) and Bilingual in English and Spanish
- The Compensation: Best in Industry
- Note: For U.S. Citizens / Green Card Holders / EAD (Requires No Sponsorship) Only.

Interested Professionals please apply with your updated profile.

Email : vivek@roljobs.com | vivek@roljobs.net

This is a great position if you know a [Programmer](#) interested in a project basis position (1099) with salary TBD. We need someone who can build an online education program for the students to see classes, etc. (Like "BLACKBOARD")

Please get in touch with Samantha samantha@quintessentiallypeople.com

[Senior Clinical Systems Analyst](#) in Westlake. This is a 6+ month contract. The position is a key, senior member of the Clinical and Medical Affairs IT team with strong leadership and Project Management skills with a focus on gathering business requirements and documenting technical solutions. Analyze business processes. Identify, evaluate, develop and or redesign systems and procedures to meet user requirements. Create detailed written user requirements for developers. Provide consultation to customers on business process redesign. Assist in the development of system documentation and training materials as well as training processes. Review business requirements and develop technical solutions. Manage and deliver on assigned technical aspects of projects. Design, develop, drive and deliver technology solutions and vision for multiple projects that are aligned to Global Technology Strategies and Standards. Analyze business processes. Identify, evaluate, develop and or redesign systems and procedures to meet user requirements. Create detailed written user requirements for developers. Provide consultation to customers on business process redesign. Assist in the development of system documentation and training materials as well as training processes.

If you are interested in hearing more, email me at jkaiser@kforce.com or call at 424.243.2066.

Major Los Angeles law firm is seeking an [Attorney Recruiting Manager](#) to assist and manage their HR/Attorney Recruiting Department. The ideal candidate for this Recruiting Manager position will have 8+ years of Attorney recruiting experience in a law firm environment. Law firm offers an excellent compensation package and business casual work environment.

Requirements for Attorney Recruiting Position:

- 10+ years of recruiting experience including 8+ years attorney recruiting
 - Experience working with outside vendors/agencies to assist with recruiting
 - Experience with budgeting for department
 - Experience with interviewing, new hire orientation and exit interviewing
 - Experience managing a team and assigning positions as needed
 - Knowledge of MS office
 - Creating job descriptions and posting to various online websites
 - Experience attending recruiting events
 - Bachelor's Degree Required
-

If interested, please email your resume as a Word attachment to my colleague, Jennifer Marcinkowski at jen@jhccs.com.

Scott Rosen scott@jhccs.com, Temporary Division Recruitment Manager at JHill's Staffing

Manager, Human Resources (near Hollywood) for fast growing high-end building materials company.

Generalist role based at Corporate HQ, overseeing 2-3 recruiters and 2 HR coordinators, with plans to grow to 8 reports. Will partner with functional leaders in all key areas (Operations, Finance, Marketing, Sales, Procurement, IT). This person is the right hand for the Director, who in turn reports to the CEO.

With 60 locations in 25 states & 700 employees, our client has a strong growth plan over next few years, so experience hiring sales people (inc. compensation and performance plans) is essential. Some training/development experience is strongly preferred. OSHA and EEO are also valuable.

The Manager, HR owns HRIS and employee data, and experience with modern HRIS, HR best practices, and HR process improvement is highly desirable. Candidates must be strong with Excel, PowerPoint, and be data savvy.

10+ years' experience including managing direct reports. Bachelors w/ PHR/SPHR preferred. Travel 6-8 times per year as needed. Very competitive salary and bonus.

Please forward your referrals or résumés to fred@deforestsearch.com.

San Fernando Valley.

Human Resources Generalist:

- 5+ years of Generalist experience
- Degree strongly preferred
- West SFV
- \$60k-\$65k
- Large organization & great work environment

Human Resources Coordinator

- 2+ years of experience supporting an HR dept.
- Bachelor's Degree
- \$40k-\$50k

Carly Perez | Business Solutions Manager
Ultimate Staffing Services, A division of Roth Staffing Companies, L.P.
21650 Oxnard St. Suite 150, Woodland Hills, CA 91367

International Compensation Manager/Senior Manager

Our Client, an LA based \$multi-billion international consumer packaged goods company is seeking a compensation specialist with very significant international compensation experience. Excellent PC skills including Word, PowerPoint and advanced Excel - must be proficient in pivot tables, vlookups, graphing, formulas and functions necessary, experience managing and using Performance and Compensation modules in Talent Management systems such as SuccessFactors, Taleo, Halogen, etc.; experience using HRIS systems, such as Oracle Fusion, PeopleSoft or WorkDay

International Compensation Manager/ Senior Manager (depending upon experience) to 150K +10% bonus. Located in the Los Angeles metro area. Relocation assistance available.

Our client will also consider a seasoned candidate currently in a Sr. Analyst role for this individual contributor position! Salary will depend on experience.

This position will lead global compensation-related projects including wage analysis, development and communication of policies and guidelines. Conduct periodic analysis and make recommendations that ensure competitiveness in the market and adherence to corporate pay policies and practices for the Company's global locations. The position will lead the relationship with the HRIS team on global compensation processes and related communication. Act as expert consultant to business units and HR Business Partners in a high visibility role. Advise on base and variable compensation programs including performance management, merit increases, bonuses, project coordination, recognition programs, and any other incentive related programs. Influence, educate, and present to management and employee group and prepare materials for the Board of Directors. Client seeks a minimum of 10+ year's relevant experience with a substantial amount of experience doing similar international duties.

Contact: Rick Manning, President, F.E. Manning Associates, 818.832.3249;
rm@femanning.com

Human Resource Coordinator

Chic – Excitement – Fabulous – Happenin ... is The Sunset Tower Hotel – built in 1929, re-birth in 2004 to its original namesake, luster and glamour.

We are currently looking for a HR Coordinator to complete our dynamite HR team to support to the HR Department in all functional areas of responsibility to include, but not limited to, talent management, accurate record keeping, employee relations, performance evaluations, benefits, and training.

Knowledge, Skills and Abilities

Must have extensive knowledge of Federal and California employment laws and regulations.

- Must have intermediate working knowledge of Microsoft Office and Internet search ability.
- Must have working knowledge of ADP Workforce Now payroll platform with the ability to review and recognize errors and miscalculations of meal breaks, overtime, and/or vacation pay.
- Ability to understand the flow of Human Resources transactions and processes.
- Must have excellent problem solving/judgment skills with high level of attention to detail and accuracy.
- Must have strong organizational skills and a proven ability to work under pressure and deadlines.
- Must have a strong sense of urgency to respond to and address all HR-related inquiries timely and professionally from both internal and external customers.
- Must be able to effectively draft and prepare professionally written correspondence, e-mails, facsimiles, and memorandums.
- Must be able to communicate effectively to all employees, management, service providers, and guests in the English language.
- Must possess a proven ability to multi-task.
- Must have customer service focus with ability to actively listen and understand all internal customers.
- Is comfortable with change.
- Flexible to work overtime.
- Ability to work under minimal supervision.
- Must be able to behave professionally at all times while exercising very high levels of confidentiality and discretion.

Qualifications

- Education: B.A. or B.S. degree from an accredited university in Human Resource Management or other business-related field.
- Experience: Minimum 2 years HR support in small to medium-sized company, hospitality industry or 24/7 environments highly preferred.
- Minimum 1-year payroll knowledge and experience with ADP Workforce Now platform highly preferred.
- Work experience with ADP HRB or other HRIS highly preferred
- Certification: PHR or PHR-CA highly preferred.

Please forward letter of interest only if you meet ALL the above KSA requirements along with a current resume and verifiable salary history to

Careers@sunsettowerhotel.com.

Strategic Human Resource Director/Manufacturing

Burbank, CA

BBSI Direct Hire at \$80,000 to \$100,000 base per year +

This well-established manufacturing company is seeking a strategic HR partner on the Executive Team. The Company is undergoing positive changes and we need someone who will guide and motivate his/her team and peers. Must be able to develop and present impact of HR strategies/programs to the financial performance of the business through understanding of the business metrics/business operations. Operate as a fully contributing member of the leadership team as a strategist, team player and partner Lead, participate in and support cross-functional teams within the business.

EXPERIENCE

Minimum of 10 years experienced in all HR Responsibilities including Employee Relations, Policy and Procedure development, Performance Management, Change Management, Training, Coaching, Plant Safety, Regulatory Compliance, Recruiting and Compensation programs

COMPETENCIES

Adaptable, integrity, communication, organized, analytical, relator, empathy, visionary

REQUIRED KNOWLEDGE

- 10+ Years of management level HR experience; well versed in all core HR competencies
- Strong understanding of HR compliance, wage and hour law and regulatory requirements
- Industry experience in Aerospace or Manufacturing required
- BA or BS degree
- SPHR is highly preferred

Rochelle Nitka at BBSI Direct Hire

Rochelle.Nitka@BBSIhq.com 818.317.3435

Payroll/Benefits position (immediate opening)

I'm getting ready to leave my current position and need someone to replace me ASAP. Looking for anyone who has experience with both payroll and benefits. Preferably with ADP Workforce Now and eTime Enterprise experience. If interested please send your resume directly to Tom Wong at twong@fotokem.com. Position is in Burbank, sorry I don't have the pay information.

I have a client that needs to fill two positions available in Hawthorne, CA. It's for a credit union and they are great to work with and a solid company.

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- The midpoint salary for the [HR Manager](#) is \$80K with a focus on recruiting, payroll and benefits.
 - The [HR Generalist](#) midpoint is \$22 an hour, and ADP experience is necessary.

Please pass along any résumés you may come across.

Michelle Cammayo, mkuntz@yahoo.com

[HR Business Partner](#)

Reports to: VP HR at a 200 employee, diversified manufacturer in Torrance

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in the development, formulation, and execution of long and short-range planning, policies, programs and objectives.
- Serve as a partner and advisor to the leadership of businesses and departments. Establish and maintain strong relationships with department leaders to identify and respond to their business needs.
- Advise on people strategies and assist with change management efforts to achieve our desired culture.
- Drive development of continually improving HR systems, processes and tools to support business management. This includes automation of HR processes to achieve efficiency and an improved employee experience.
- Assist with delivering an effective performance management program throughout the organization. This includes planning, training, and follow up activities along with metrics.
- Participate in the evaluation and monitoring of success of training programs and follow up to ensure training objectives are met.
- Utilize in-depth knowledge of legal requirements to help manage company policy and procedure, handle complex employee relations issues, reduce legal risks and to ensure regulatory compliance. Conduct effective, thorough and objective investigations and recommend appropriate action to resolve the issues.

DESIRED BACKGROUND

- 7-10 years as a Generalist
- Strong ER skills
- Ability to manage/implement projects from start to finish
- Experience with a non-exempt population

Send resumes to:
Erik Sprotte, Search Consultant
114 Pacifica, Suite 320, Irvine, CA 92618

Reporting to the Director of Human Resources, the [Human Resource Administrator](#) will provide administrative support to the human resource function in the areas of personnel records, HRIS, payroll, benefits administration as well as assist the Accounting Supervisor with the processing of payroll on a bi-weekly basis.

Major Job Duties:

As a key member of Weber Metals your duties include but are not limited to:

- Demonstrate of importance of the Weber Metals Safety Policy to the success of Weber Metals.
- Demonstrate of importance of the Weber Metals Quality Policy to the success of Weber Metals.
- Demonstrate knowledge and awareness of the Weber Metals Environmental Policy.
- Demonstrate knowledge and awareness of the Weber Metals Business Management System.

Human Resource Duties

- Create and accurately maintain all human resource, benefit, I-9 and payroll files.
 - Maintain an inventory of new hire materials including:
 - Badges, badge holders, new hire packets complete with current forms and documents.
 - Accurately process employee new hires, terminations, promotions and transfers and update HRIS system.
 - Maintain and update employee information in HRIS system and employee files.
 - Coordinate internal training schedule and input employee training in HRIS system.
 - Assist with coordination of employee meetings including benefit meetings, education and training meetings, employee awards and recognition events.
 - Compliance reporting including EEO-1 and Affirmative action, Vets-100.
 - Assist with annual Occupational Injury and Illness reports for the FIA, OSHA and insurance carriers as required.
 - Manage automatic increases for shop floor employees
 - Manages and maintains employee Visa and I-9 verifications and updates
 - Assist with the transmittal of the 401 (k) contributions by employee to the 401(k) administrator on a timely basis and verify the transmittal with a confirmation report.
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- Manage employee schedules in HRIS system.
 - Update monthly reports including headcount report
 - Audit I-9 and personnel files annually.

Payroll Duties

- Process bi-weekly payroll accurately and in a timely manner; verify all hours worked for hourly employees, and maintain basic pay for salaried employees.
- Knowledge of State and Federal labor laws in regards to payroll.
- Respond and provide support to employee questions regarding payroll.
- Assist Payroll Supervisor in researching and resolving payroll errors.
- Maintain communication with department Supervisors for time and attendance matters.
- Electronically report all payroll changes and discrepancies for each pay cycle.
- Audit and maintain pay card inventory as well as payroll account balances.

Qualifications:

- Proficient computer skills (Word, Outlook, Excel, PowerPoint).
- Experience using UltiPro Workplace is preferred
- Excellent verbal and written communication skills.
- Able to follow instructions and procedures.
- Strong analytical skills
- Ability to multi-task and self-direct in a fast-paced environment
- Work with minimal supervision.

Education:

- Associates Degree required
- Two years' experience in human resources and/or years of experience may be substituted with the Human Resources Certification Institute (HRCI) professional certification or the Certified Payroll Professional (CPP) certification.

Weber Training:

- Quality Management System
 - Intro to Aluminum and Titanium
 - Plexus (able to navigate the HR and communications modules).
 - Foreign Object Debris/Damage Training
 - Safety training (proper lifting, fire extinguisher, evacuation plan and hazard communications).
 - Time Management
 - Sexual Harassment
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- Human Resources Certificate Program.

Melanie Sergejeff, PHR, Director of Human Resources
Weber Metals, Inc., An Otto Fuchs Aerospace Company
melaniesergejeff@webermetals.com

Senior HR Generalist

Downtown Los Angeles law firm with 3,000 employees worldwide
Reports to: Manager of Human Resources
Direct-hire at \$85,000 to \$105,000

Leading law firm with over 3,000 employees is looking for a top-notch HR Generalist, ideally from a Professional Services environment.

Position Overview:

The HR Generalist will advise, consult and lead in planning, developing and making recommendations in the areas of recruitment, employee relations, training and development, benefit programs, leave of absence administration, new hire orientation, exit interviews, time-keeping and employee events.

The HR Generalist plays an integral role in overseeing the life cycle of an employee's onboarding and performance. Consistent end to end process execution of core generalist processes including compensation review and employee engagement and policy administration.

Education and Experience:

- Bachelor's degree in Human Resources or equivalent is required
- Experience working with an employee population of at least 300
- Experience coming from a Professional Services firm (i.e. Law, CPA, Consulting) is required
- Five to seven years of experience in a Human Resources related role.
- Experience with employee relations.
- Familiarity with applicable state and federal regulations.
- Career stability – no more than 2 jobs in the last 5 years

Resumes To: HRONLY@BBSIHQ.COM

Human Resources Manager

Our CLIENT a well-established privately held Los Angeles based distributor operating in over 25 states seeks a strong manager to help spearhead the recruitment of sales staff—among others—to accommodate their major expansion. Pay at \$90K - \$120k + bonus

The successful candidate must have experience working for a high profile, major company (name brand) with a minimum of 1,000 employees and \$500 million in sales.

This individual will be tasked with managing the recruitment effort of significant expansion and instrumental in providing training of personnel to achieve optimum results. This position requires an individual experienced and knowledgeable of applicant tracking systems, compensation programs and capable of developing metrics and detailed trend analysis. The successful candidate will have significant multi-location experience and will be experienced in the use of formal training management systems. Very limited travel. Supervision of staff. Requires extremely strong interpersonal skills, communication skills and possesses a professional demeanor.

Contact: Rick Manning, F. E. Manning Associates, 818.832.3249;
rm@femanning.com

Senior Compensation and Benefits Analyst

Key responsibilities:

- Administer employee benefit and compensation programs, including performing audits, developing communications, & answering employee questions
- Ensure benefit plans are administered according to plan provisions and company's regulatory guidelines
- Take ownership of relationship with 3rd party benefit providers, serving as the primary point of contact, and work collaboratively to drive solutions
- Analyze data on benefits & compensation to ensure proper implementation and competitiveness

Requirements:

- Bachelor's Degree and five years' experience in Benefits & Compensation
- Certifications such as CEBS or CCP a plus

Payroll Specialist

Key Responsibilities:

- Partner with HR team to implement best practices with the Payroll/HR structure. Work with HR and off-site Managers to ensure the integrity of the ADP/ E-time system is maintained and system is used to its capabilities.
 - Responsible for balancing payroll runs and ensuring all compliance reports are prepared and fully reconciled.
 - Customer Service Focus - Demonstrate a focus on listening to and understanding internal customer. Answer employee questions in a timely, professional matter.
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- Prepares reviews and organizes payroll documents for input for biweekly time sheets, bonuses payments and commissions.

Requirements:

- 3-5 years Payroll experience with multi-state payroll experience
- Knowledge of ADP Vantage, ADP E-Time, ADP General Ledger a plus

Alicia Kirson at 310-402-7672 or akirson@toptalent.com.

Manager, Compensation and Benefits

REPORTING TO: Director, Compensation and Benefits
LOCATION: Westlake Village, CA
THE COMPANY: Guitar Center, Inc.

Guitar Center is the world's largest retailer of guitars, amplifiers, drums, keyboards and pro-audio and recording equipment, with more than 262 stores across the U.S. In addition, the Music & Arts division operates more than 100 stores specializing in band instruments for sale and rental, serving teachers, band directors, college professors and students since 1984. This year marks the 50th anniversary of Guitar Center's historic first-steps to helping people make music. With an unrivaled in-store experience and passionate commitment to making gear easy-to-buy, Guitar Center is all about enabling musicians and non-musicians alike to experience the indescribable joy that comes from playing an instrument.

For more information about Guitar Center, please visit www.guitarcenter.com.

POSITION SUMMARY:

Guitar Center is currently searching for a highly talented and motivated Manager, Compensation & Benefits to join our dynamic Human Resources team.

The Manager, Compensation & Benefits is a hands-on role and will have responsibility for overseeing the implementation and administration of our companywide benefits and compensation programs to include compliance and process/system improvement initiatives. This role will partner with field operation leadership to provide Compensation & Benefits consultation, and the delivery of programs and services.

SCOPE AND RESPONSIBILITIES:

Major responsibilities of the position are listed below. To perform the job successfully, an individual must be able to execute each essential duty satisfactorily. Other duties, assignments and specific projects may be assigned at the discretion of management. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation:

- Work directly with the Director, Compensation & Benefits to plan, develop and implement compensation / performances programs, policies and procedures.
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- Assist the Director, Compensation & Benefits with managing and overseeing the MBO process.
 - Evaluates jobs, benchmarks, and review job offers for internal and external equity.
 - Participates in compensation surveys to collect and analyze salary information to determine company's competitive positions.
 - Review and make recommendations to compensation policies and processes.
 - Serve as a Compensation Advisor to Management throughout the Enterprise.

Benefits:

- Manage the employee benefits programs such as, 401(k) plans; health programs, term life insurance plans; disability programs; flexible spending accounts, and EAP.
- Work with a variety of health and welfare providers/vendors as well as the Enterprise Human Resources team to support and manage the Guitar Center benefits programs.
- Ensures Company compliance with existing legal employment requirements (EEO/AAP, OSHA, FLSA, wage hour, ADA, HIPPA) both individually and through communication and training of department and location managers.
- Keeps apprised and ensure compliance to all federal, state, and local laws governing Compensation & Benefits.

Management:

- Supervises and manages support personnel within the Compensation & Benefits team as it relates to all projects or related work, establishes performance requirements, clarifies responsibilities of those supervised, conducts performance appraisals and plans for individual employee improvement.
- Focus effort, resources, and people on delivering quality programs and solutions and providing responsive service levels throughout the company.
- Take initiative to help team members and direct reports understand how their work fits into the bigger picture.
- Provide clear direction and priorities.

EXPERIENCE REQUIRED:

- 8 years of progressively responsible experience in Compensation & Benefits to include analysis, plan design and/or administration of compensation programs.
 - 3 – 5 years' work experience in a manager level position.
 - Experience administering multi-level compensation plan(s) for organizations with multiple states and more than 5,000 employees.
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- Experience conducting research and participating in salary surveys to benchmark and learn industry best-practices.
 - Ability to handle confidential information with the utmost judgment and discretion.
 - Strong Microsoft Office skills (Word, Excel, PowerPoint, Outlook).
 - Excellent analytical, organization and communication skills.
 - Expert verbal and written communication skills with the abilities to communicate with all levels within the company.
 - Ability to work effectively in a fast-paced, rapidly changing, diverse work environment.

EDUCATION:

- Bachelor's Degree or equivalent in Business, Human Resources or other relevant area

Tanner Bailey, Research Associate
Jobplex, Inc. A DHR International Company
10 S. Riverside Plaza, Suite 2220, Chicago, Illinois 60606
312.627.9301 or tbailey@jobplex.com

I am working on an [HR Benefits Manager](#) position for a client of mine in Irvine, CA

The client is in the financial space and has offices in Irvine, CA.

- We are looking for a candidate who has between 5-10 years of experience in the Benefits space. (Not looking for a Generalist who has done all facets of HR)
- The candidate must have hands on experience with administration of Medical and Healthcare aspect of benefits.
- The Candidate will be responsible for Managing Employee Benefit programs which include Health and Welfare, 401(k) Plan, etc.
- Must Have a Bachelor's degree (A Master's degree is preferred)
- Must have impeccable communication skills (verbal and written)
- Salary range between \$80-100k

For immediate consideration please email your résumé to Sy Hasan and call 949-450-0109

[Director Human Resources](#)

Quality Custom Distribution - Irvine, CA

JOB SUMMARY:

Leads and manages all Human Resources functions and activities to ensure that the Business Group recruits and retains a qualified workforce to meet internal and

customer objectives. Partners with Business Group President to advance strategic initiatives and to align organization and talent around business objectives. Ensures compliance with labor, safety, and company rules and regulations.

ESSENTIAL FUNCTIONS:

- Leads and oversees the implementation, administration, and dissemination of information regarding all Human Resources functions including employment, labor relations, training, management development, associate programs, workers' compensation, compensation, and benefits for exempt, non-exempt, and union associates, ensuring compliance with state, federal, and company policies, procedures, and regulations (e.g., FLSA, FMLA, EEO, ADA, Title VII). (40%)
- Engages as a business partner to the Business Group President, providing critical feedback relative to selection and development of personnel as well as organizational development strategies. (15%)
- Oversees the recruitment, selection, placement, and orientation of exempt, non-exempt, and hourly associates to achieve required staffing levels and selection of the best qualified candidates. (15%)
- Oversees the administration of the company's union contracts to ensure strong labor/management relations, compliance with contractual provisions, grievance processes and smooth operations. Engaging Corporate HR as required by company guidelines (10%)
- Collaborates in the continuous improvement of safety programs and practices to ensure compliance with business and company standards and regulatory agencies (e.g., OSHA, DOT, etc.) and to provide a safe and healthy environment for GSF associates. (10%)
- Administers performance management and appraisal programs to ensure program effectiveness. (10%)
- Performs other related and assigned duties as necessary.

Desired Skills and Experience

Education/Certification:

- Bachelor's degree in Human Resources or labor-related field from an accredited college or university.
- Advanced degree and/or SPHR certified preferred.

Experience:

- 8 to 15 years of relevant work experience

Knowledge, Skills and Abilities

Knowledge of (B/basic; J/journey; E/expert):

- General Human Resources policies and procedures (E)
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- Labor contracts and labor union environment (E)
 - OSHA, EEO, ADA, and related employment, labor, and safety rules and regulations (E)
 - Management and supervisory concepts and techniques (E)
 - Recruitment and employment practices (J)
 - Relevant division concepts, procedures, and regulations (J)
 - Associate relations (E)
 - Training and associate development (E)
 - PC word processing/spreadsheet software (E)

Skill and ability to:

- Collaborate with senior executives to help drive strategy, execution and alignment
- Communicate effectively with labor unions
- Work effectively in a general business environment, with a focus on high levels of quality and customer service
- Interpret labor or human resources anomalies and identify appropriate solutions
- Communicate and coordinate effectively with associates at all organizational levels verbally and in writing
- Prepare a variety of comprehensive administrative and technical documents and reports
- Prepare and deliver presentations to management, external agencies, and associates
- Act in accordance with GSF's Values and Creed

LEADERSHIP/MANAGEMENT RESPONSIBILITY

Provides oversight of human resource programs serving hundreds of associates through a solid line relationship with field HR managers and in collaboration with all business group leaders.

PERFORMANCE CATEGORIES

- Productivity/quality standards: accuracy, timeliness, thoroughness
 - Productivity/quality standards: human resources recruitment and retention
 - Productivity/quality standards: associate performance appraisal
 - Productivity/quality standards: associate relations
 - Associate development
 - Regulatory compliance
 - Labor contract administration
 - Budget
 - Cost containment
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- Teamwork within the department and across departments
 - Project/assignment standards
 - Customer satisfaction
 - Safety standards and procedures: associates

About this company

QCD is a wholly-owned subsidiary of Golden State Foods, which is one of the largest diversified suppliers to the Quick Service Restaurant industry, servicing 100+ customers and 125,000+ restaurants on five continents. Founded in 1947, the \$6 billion company is values based with proven performance in superior quality and customer service in both manufacturing and distribution. With approximately 4,500 employees worldwide, GSF's core businesses include: processing and distribution of liquid products, meat products, produce, dairy and other services, providing a variety of networked solutions for the total supply chain spectrum. One of GSF's global principles is to protect the environment, and it continues to strengthen that commitment as noted in its statement of environmental policy. The Company also runs the GSF Foundation for kids, a non-profit organization to help children and families in need.

https://www.linkedin.com/jobs2/view/19891683?trk=eml-b2_anet_digest-group_jobs-4-job-0

Disney/ABC Television Group
[Executive Recruiting Coordinator – part time](#)

The Executive Recruiting Coordinator is responsible for the administration of employment processes in accordance with hiring guidelines and policies nationally for the Disney ABC Television Group. He/she will provide administrative support to the Executive Recruitment team in various aspects of responsibilities from research, coordinating/scheduling all phases of interviews through the offer process. This person will interact with all levels of the organization including senior executives. The Executive Recruitment Coordinator will contribute to the overall success of the recruiting team by providing an exceptional level of customer service and quality throughout the recruiting process, ensuring a professional and impressive candidate experience.

Responsibilities

- Support the Executive Recruiter directly, including: creating requisition file folders, posting positions internally and externally, scheduling interviews, organizing travel arrangements for candidates and preparing offer letters
 - Complete regular talent research assignments and create visual presentations illustrating findings
 - Create, distribute, gather and track employment-related correspondence (forms, offer letters, and on-boarding materials.)
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- Complete reference checks
 - Responsible for initiation of background investigation process and follow up
 - Maintain responsibility for entry, maintenance, and integrity of data as well as producing ad hoc recruiting reports
 - Ensure seamless experience for executive candidates and internal executive hiring team.
 - Maintain a high level of confidentiality at all times
 - Perform various administrative duties that support the executive recruiting function
 - Participate on process development and process improvement teams
 - Develop and maintain relationships with outside partners and support staff

Basic Qualifications

- A minimum of 2 years in an administrative support role
- Exceptional communication and organizational skills
- Strong computer skills, including MS Office (Word, PowerPoint) Internet sites – LinkedIn
- Detail oriented
- Works well independently and in a team environment
- Efficient multi-tasking and project management skills
- Desire to grow professionally within a recruitment and/or HR team
- Bachelor's degree or equivalent work experience

Preferred

- Knowledge of media industry

If you meet the criteria in the job specification below, you can respond directly to seth.a.cohen@disney.com. No phone calls please.

Azteca America, a growing Spanish-language media company has an immediate opening in Los Angeles for a [Human Resources Assistant](#). Duties will include: administrative support to the Director of HR, maintenance of the personnel files, filing; recruiting and new hire support. Assisting with new hire orientation, researching online to find qualified candidates for job openings, utilizing referrals and internal network for traction in recruiting efforts, scheduling interviews and support the on boarding process for new hires. Assist with training needs. Keeping training records and files up to date and assisting with special projects.

Minimum Requirements:

- Education: AA or equivalent work experience.

Basic Skills:

- Bilingual Spanish/English a must.
 - Excellent verbal/written communications skills.
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- Must be detail oriented, excellent organizational and follow-through skills.
 - Must be comfortable multi-tasking, and working independently.
 - Must be able to communicate and conduct business professionally over the phone.
 - Computer proficient in Word, Excel, and Outlook.
 - Must have working knowledge of Human Resources laws.

Experience: Experience in similar position.

Patricia Everly - Director of Human Resources
Qualified candidates must email resume/cover with salary requirements
careers@aztecaamerica.com No phone calls please

Academic Title Healthcare Recruiter (contract position)

Human Resources - Full-Time Days
Department Keck Hospital of USC
Location Health Sciences Campus

Job Announcement

Behind every patient success is the dedication of a unique team of skilled and talented individuals who help make the Keck Medical Center of USC one of region's premier medical facilities.

As a member of the USC health care team, you will help build upon the university's exceptional expertise in patient care as well taking advantage of our excellent compensation package that could include shift and weekend differentials, online rewards-based scheduling, and generous educational benefits.

As the Recruitment Specialist, you will be responsible for recruiting all allied health positions for both facilities and serving as a backup for nurse recruitment when needed. This position is responsible for ensuring that candidate applications and resumes are reviewed, logged and submitted to the hiring manager. This position is also responsible for ensuring that identified candidates meet minimum qualifications and are thoroughly phone screened before presenting to the Hiring Leader. Additionally, the Recruitment Specialist will maintain open communication with the hiring manager and candidate during the pre-employment process, schedule interviews, create offer letters, schedule Employee Health testing, perform background checks, and verify past employment and licenses as required. This position will ensure that candidates complete the pre-employment process prior to start dates. Working collaboratively with the Recruitment Manager, you will help track/trend, and identify recruitment best practices regarding the overall recruitment process. You will assist in various job fairs both in-state and possibly out of state and create check request for events. This position requires you to collectively evaluate individual department salaries to provide salary recommendations that are commensurate with internal equity. This position will require you to utilize sourcing efforts to identify qualified candidates specific for each department.

Requirements

Minimum Education:

- High School diploma required or GED equivalent.
- Bachelor's degree strongly preferred.

Minimum Experience/Knowledge:

- Minimum one year experience working as a recruiter in a healthcare setting preferred.
- Proficient in Microsoft Office
- Proficient analytical thinking and creative skills.
- Previous experience in Recruitment required.
- Experience in utilizing Applicant Tracking Systems (ATS)
- Recruitment for union type positions strongly preferred
- Recruitment in an academic medical center strongly preferred

Required License/Certification:

- A Fire and Safety card must be presented upon hire or must be obtained at our facility within the first 30 days of hire and maintained by renewing before expiration date.
- The University of Southern California values diversity and is committed to equal opportunity in employment.
- Job Category Health and Medical Services, Human Resources, USC Hospitals
- FLSA Exempt

Special Instructions to Applicants

Quicklink for Posting <http://jobs.usc.edu:80/postings/30995>

Requisition ID 1001852

Position ID P01429646

Academic Title [Human Resources Coordinator I](#)

Department Herman Ostrow School of Dentistry

Location University Park Campus

Job Announcement

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.

USC's Ostrow School of Dentistry is seeking a Human Resources/Payroll Coordinator I to join its team. The ideal candidate has some knowledge of human resources and

is a sharp, motivated self-starter who takes initiative, works independently and approaches work with a positive can-do attitude.

The HD Payroll/Personnel Coordinator I coordinates and provides a wide variety of payroll and human resources services that vary in complexity for the Herman Ostrow School of Dentistry with minimal supervision. Interacts with central payroll and HR offices, staff, and students to facilitate the exchange of information and to assist in resolving payroll or employee relations matters. Performs some assignments that are non-routine and vary in complexity with minimal direction as needed

Job Accountabilities:

- Prepares, reviews and processes a variety of payroll and personnel documents and reports for staff and students. Determines nature of transaction and the paperwork and approval process required. Makes necessary computations and gathers and provides all pertinent data, including backup documentation as needed. Identifies exceptions for special handling. Responds to questions from staff and student workers regarding payroll or personnel matters. Addresses problems and incomplete payroll and personnel paperwork with appropriate home department unit and assists in problem resolution.
- Ensures paperwork and reports are complete, accurate and appropriate, processed in a timely manner, complies with payroll and personnel policies and procedures and in accordance with governmental and agency requirements. Follows-up to ensure incomplete paperwork or inappropriate requests are addressed in accordance with established policies and procedures.
- Serves as the internal contact in the research and resolution of payroll or some personnel issues. Interfaces with central payroll and personnel departments to resolve problems and assist employees in obtaining information and services. Provides information to staff and students on payroll and/or personnel policies and procedures. Responds to general inquiries and unusual or moderately complex situations. Conveys information to employees when appropriate or refers them directly to the personnel or payroll offices. Refers complex situations or issues to supervisor.
- Coordinates recruitment and placement activities for a home department. May prepare paperwork to open positions. Reviews personnel requisition documentation to post existing or new positions prepared by departments for completeness, accuracy and appropriateness. Monitors and maintains record of number of open positions. Reviews applications to determine qualifications. Refers qualified applicants to hiring supervisor. Coordinates content and placement of employment advertising with university employment office.

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- Researches and gathers data on payroll and personnel information and activities. Prepares standard and ad hoc reports for management. Conducts preliminary analysis of data as needed. Completes required administrative work.
 - Monitors and tracks workers compensation and disability matters as needed. Interprets workers compensation and disability policies and procedures.
 - Consults with supervisors regarding administering disciplinary action to ensure consistent application throughout the school, division, department or facility.
 - Establishes, customizes and maintains electronic information systems. Maintains internal tracking system for various payroll and personnel activities. Generates reports of payroll and personnel activity as necessary.
 - Tracks home department compensation budget(s) and reconciles to Account Status Reports or reviews reconciliation of Account Status Reports with budget/business personnel. Compiles and analyzes data for use by others to develop or monitor the budget.
 - Controls and oversees maintenance of confidential personnel files for the school, department or facility in accordance with established guidelines and policies. Sets up files for new employees. Ensures files of terminated employees are maintained. Ensures that employee and applicant records are legally and procedurally correct in regards to data required and record retention.

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

Job Category Human Resources, FLSA Non-Exempt

Minimum Education

- High school or equivalent

Minimum Experience 2 years

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 Education

- Bachelor's degree or PHR

Preferred Experience

- 1-3 years in a Human Resources department

Requisition ID 1001842

Position ID P0022523001

Academic Title [HR Service Center Manager](#)

Department Human Resources Administration

Location University Park Campus

Job Announcement

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 HR Service Center is a “one-stop shop” for payroll, benefits, or any other HR-related issues. The HR Service Center team provides prompt, accurate and thorough help on all employment-related matters for faculty, staff and student workers via telephone and email. The Center is committed to outstanding customer service and will shepherd employees through each question or problem until it is fully resolved.

We are seeking an experienced Human Resources Manager to join our HR Service Center team. The HR Service Center Manager will manage the daily operations and administrative functions for the HR Service Center (HRSC) including planning, scheduling, delivery of services, supervision of human resources generalists, policy/procedure development and implementation, and quality assurance. This role will serve as a central point-of-contact regarding employment matters, triaging requests and managing cases referred to central HR centers of expertise. Additionally, this role may serve as an HR Partner for schools/divisions who do not have a dedicated HR Partner. This position reports to the Executive Director of Human Resources Administration.

Job Accountabilities:

- Manages the HR Service Center daily operations and administrative functions and ensures that all employees, managers, administrators, supervisors and human resources team inquiries are accurately addressed in a professional and timely manner.
- Provides strategic and operational leadership and support to the human resources generalist staff. Sets priorities and timelines, and monitors work. Makes hiring, promotional and salary decisions in accordance with university policy.
- Manages the HRSC delivery of services. Establishes performance levels and service standards to ensure productivity meets or exceeds service and quality

standards. Communicates priorities and performance standards, and recommends changes as needed.

- Participates in development of policies and procedures for the HRSC. Manages the dissemination, interpretation and application of policies and procedures. Develops and maintains HRSC's desk procedures and training documentation.
- Fields inquiries and requests from faculty, staff and student workers for assistance with routine Tier 1 employment matter. Provides support to assist managers with employment matters, including preparation of offer letters, disciplinary procedures and official written warnings, performance development plans; preparation of reorganization plans, termination requests; employee relations and dispute resolution; compensation administration, reclassification and internal promotions.
- Develops and maintains case management analytics to assess compliance with service level agreements and proposes and implements improvement plans. Documents all inquiries, referrals, escalation and resolution using a case management system.
- Maintains knowledge of, interprets and provides advice on university employment policies and procedures, benefit plans and recommends best practices.
- Contributes to short and long-range strategic planning efforts. Assists in developing goals, objectives and action plans.
- Performs other related duties as assigned or requested.

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

Job Category Human Resources, FLSA Exempt

Minimum Education

- Bachelor's degree
- Combined experience/education as substitute for minimum education

Minimum Experience

- 4 years

Minimum Field of Expertise

Directly related experience as a human resources generalist. Working knowledge of principles and practices of human resources regulatory requirements and best practices. Knowledge of human resources workforce planning, recruitment, hiring, performance management, compensation administration, benefits, training and development, disciplinary actions, employee relations, affirmative action, disability, workers compensation, organizational development, human resources information

systems and HR data analytics. Knowledge of relevant federal, state and local laws and regulations. Ability to thrive in a fast paced environment and handle multiple tasks simultaneously. Demonstrated effective oral and written communications, excellent management, analytical, time management, organizational and interpersonal customer service skills. Demonstrated ability to build positive professional relationships.

Preferred Qualifications

Preferred Education

- Bachelor's degree

Quicklink for Posting <http://jobs.usc.edu:80/postings/31072>

Requisition ID 1001843

Position ID P01429417

Academic Title [Faculty Services Specialist](#)

Department Herman Ostrow School of Dentistry

Location University Park Campus

Job Announcement

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.

USC's Ostrow School of Dentistry is seeking a Faculty Support Specialist to join its team. The ideal candidate is a sharp, motivated self-starter who takes initiative, works independently and approaches work with a positive can-do attitude.

The Faculty Support Specialist serves as central information resource for University policies and procedures related to the faculty payroll, employee relations, appointments, promotions, tenure, sabbatical and retirement processes. Provides training and guidance to departmental personnel with responsibility for faculty payroll, personnel issues, appointments and promotions. Reviews and certifies faculty payroll and contracts. Implements appointments, promotions and leave policies and exceptions. Maintains confidential faculty personnel files.

Job Accountabilities :

- Processes payroll and personnel Authorization forms for the Provost's Office and sub-units reporting to the Provost's Office. Records faculty overloads and summer supplements. Assists in preparation of annual budgets for Provost's Office and inputs into SIS System. Monitors budgets.
 - Reviews paperwork for all leaves including Sabbatical Leave and Leave of Absence requests, for completeness and accuracy. Notifies deans of
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upcoming tenure dates. Disassembles dossiers after tenure approval has been granted. Maintains confidential information in faculty file.

- Creates postings requisitions in People Admin/Workday to completion including full cycle onboarding.
- Advises faculty on issues relating to employee relations, leaves and payroll. Provides training and guidance to departmental personnel responsible for payroll and faculty appointments and promotions. Provides information regarding completion of paperwork for faculty, early retirements and special situations. Offers options within guidelines for faculty members regarding retirement dates, sabbaticals and titles.
- Reviews and monitors faculty payroll and personnel authorization forms; signs forms for Provost. Monitors faculty salary increases. Ensures that faculty pay practices comply with University policy. Alerts vice Provost of any exception to policy such as mid-year salary adjustments.
- Coordinates paperwork for faculty appointments in professional schools. Reviews all faculty contracts for completeness and accuracy, including funding, titles and appropriate tenure status. Obtains vice Provost's signature and distributes copies as appropriate.
- The University of Southern California values diversity and is committed to equal opportunity in employment.
- Job Category Human Resources, FLSA Non-Exempt

Minimum Education

- Bachelor's degree Combined experience/education as substitute for minimum education

Minimum Experience

- 3 years Combined education/experience as substitute for minimum experience

Minimum Field of Expertise

- Academic policies and procedures relating to Faculty Affairs.

Preferred Education

- Bachelor's degree or PHR

Preferred Experience

- 3-5 practical human resource experience.

Quicklink for Posting <http://jobs.usc.edu:80/postings/31090>

Requisition ID 1001852

Position ID P01429646

Academic Title [Human Resources Coordinator I](#)

Department Herman Ostrow School of Dentistry
Location University Park Campus
Employment Type Full-Time

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.

USC’s Ostrow School of Dentistry is seeking a Human Resources/Payroll Coordinator I to join its team. The ideal candidate has some knowledge of human resources and is a sharp, motivated self-starter who takes initiative, works independently and approaches work with a positive can-do attitude.

The HD Payroll/Personnel Coordinator I coordinates and provides a wide variety of payroll and human resources services that vary in complexity for the Herman Ostrow School of Dentistry with minimal supervision. Interacts with central payroll and HR offices, staff, and students to facilitate the exchange of information and to assist in resolving payroll or employee relations matters. Performs some assignments that are non-routine and vary in complexity with minimal direction as needed

Job Accountabilities :

- Prepares, reviews and processes a variety of payroll and personnel documents and reports for staff and students. Determines nature of transaction and the paperwork and approval process required. Makes necessary computations and gathers and provides all pertinent data, including backup documentation as needed. Identifies exceptions for special handling. Responds to questions from staff and student workers regarding payroll or personnel matters. Addresses problems and incomplete payroll and personnel paperwork with appropriate home department unit and assists in problem resolution.
- Ensures paperwork and reports are complete, accurate and appropriate, processed in a timely manner, complies with payroll and personnel policies and procedures and in accordance with governmental and agency requirements. Follows-up to ensure incomplete paperwork or inappropriate requests are addressed in accordance with established policies and procedures.
- Serves as the internal contact in the research and resolution of payroll or some personnel issues. Interfaces with central payroll and personnel departments to resolve problems and assist employees in obtaining information and services. Provides information to staff and students on payroll and/or personnel policies and procedures. Responds to general inquiries and unusual or moderately

complex situations. Conveys information to employees when appropriate or refers them directly to the personnel or payroll offices. Refers complex situations or issues to supervisor.

- Coordinates recruitment and placement activities for a home department. May prepare paperwork to open positions. Reviews personnel requisition documentation to post existing or new positions prepared by departments for completeness, accuracy and appropriateness. Monitors and maintains record of number of open positions. Reviews applications to determine qualifications. Refers qualified applicants to hiring supervisor. Coordinates content and placement of employment advertising with university employment office.
- Researches and gathers data on payroll and personnel information and activities. Prepares standard and ad hoc reports for management. Conducts preliminary analysis of data as needed. Completes required administrative work.
- Monitors and tracks workers compensation and disability matters as needed. Interprets workers compensation and disability policies and procedures.
- Consults with supervisors regarding administering disciplinary action to ensure consistent application throughout the school, division, department or facility.
- Establishes, customizes and maintains electronic information systems. Maintains internal tracking system for various payroll and personnel activities. Generates reports of payroll and personnel activity as necessary.
- Tracks home department compensation budget(s) and reconciles to Account Status Reports or reviews reconciliation of Account Status Reports with budget/business personnel. Compiles and analyzes data for use by others to develop or monitor the budget.
- Controls and oversees maintenance of confidential personnel files for the school, department or facility in accordance with established guidelines and policies. Sets up files for new employees. Ensures files of terminated employees are maintained. Ensures that employee and applicant records are legally and procedurally correct in regards to data required and record retention.

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

Job Category Human Resources, FLSA Non-Exempt

Minimum Education

- High school or equivalent

Minimum Experience

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- 2 years

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 Education

- Bachelor's degree or PHR

Preferred Experience

- 1-3 years in a Human Resources department

Quicklink for Posting <http://jobs.usc.edu:80/postings/31132>

Seeking a stellar [HR Director](#)

Peoplescape Consulting is looking for an incredible HR professional to lead the HR function at The Viceroy Palm Springs boutique resort...could that be you or someone in your network?

Requirements:

- 1 year hospitality experience
- 5 years human resources experience
- PHR accreditation preferred

The Company:

- Career opportunity – grow, learn, and build your career with The Viceroy Group
- Internationally recognized high-end hotel group
- Profit-based bonus for all members of the executive committee
- Excellent benefit package including medical, dental, life, vision and 401k options
- Boutique resort and spa nestled in the Coachella Valley Desert

How to Apply:

Email your resume and cover letter to: recruit@peoplescapehr.com. Cover letter MUST include responses to the following:

- What are the primary areas of focus for a Human Resources Director of a Coachella Valley Resort?
- Why I am the right fit for this particular organization's culture?

[Coordinator, Human Resources](#)

Support the overall vision, mission and mandates for the company

Responsibilities:

Assist with Spring, Fall and Summer intern program:

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- Post internship descriptions and source resumes for all departments
 - Manage and update office extension list and photo directory
 - Maintain and update job descriptions and post open positions
 - Assist with recruitment process
 - Source candidates
 - Coordinate interviews with candidates and hiring manager
 - Conduct reference checks and background checks
 - Assist with the onboarding of new employees
 - Assist with performance management process
 - Ensure all assistants' desks and reception have coverage when needed
 - Assist in writing new hire welcome bio's
 - Maintain and update departmental organization charts as needed
 - Create and maintain employee files
 - Assist SVP, Human Resources
 - Maintain calendar
 - Do expense reports
 - Arrange travel
 - Assist in special projects

Requirements:

- 1-2 years' experience in Human Resources
- Bachelor's degree in related field
- Highly organized with attention to detail
- Excellent communication skills

Shelly Hance, Sr. Director, Human Resources at Participant Media
shance@participantmedia.com

Benefits Manager

Support the overall vision, mission and mandates for the company.

The Benefits Manager leads the delivery of health and welfare programs as well as collaborative development of strategic initiatives. This individual will be responsible for developing, recommending, and installing approved, new, or modified plans and employee benefit policies, and supervises administration of existing plans.

RESPONSIBILITIES:

- Administers employee benefits programs including health and welfare plans to include, but not limited to: health insurance, dental, vision, short term and long term disability insurance (STD, LTD), basic and voluntary life insurance, flexible spending account plans, employee assistance program (EAP), wellness programs and Workers' Compensation claims.
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- Evaluates and compares existing company benefits with those of other employers by analyzing other plans, surveys, and other sources of information. Plans, develops, and/or participates in area and industry surveys. Analyzes results of surveys and develops specific recommendations for review by management.
 - Develops specifications for new plans or modifies existing plans to maintain company's competitive position in labor market, and obtain uniform benefit package for all company locations, where possible.
 - Develops census data and works with external consultants to solicit insurance companies for quotations. Evaluates quotations and makes recommendations to management. Develops company cost information for new plans and makes recommendations to management concerning sharing of cost between employer and employee.
 - Installs approved new plans and changes by preparing announcement material, booklets, and other media for communicating new plans to employees. Conducts employee meetings and arranges for enrollment of employees in optional plans. Conducts employee benefit seminars for local personnel. Revises and reissues all communications material on benefits from time to time. Advises and counsels management and employees on existing benefits.
 - Educates employees regarding benefits program, including leading portions of new hire orientations and handles benefit inquiries and complaints to ensure quick, equitable, courteous resolution.
 - Maintains contact with vendors, consultants, insurance companies, employees, and beneficiaries to facilitate proper and complete utilization of benefits for all employees.
 - Prepares and executes, with legal consultation, benefit documentation such as original and amended plan texts, benefit agreements and insurance policies. Coordinates with vendors, consultants, insurance carriers, trustees, and other administrative agencies outside the company to effect changes in benefit program.
 - Assures company compliance with provisions of Employee Retirement Income Security Act. Supervises preparation of reports and applications required by law to be filed with federal and state agencies, such as Internal Revenue Service, Department of Labor, insurance commissioners, and other regulatory agencies. Coordinates company benefits with government sponsored programs.
 - Assures that existing and new benefit programs are adaptable to standardized computer and reporting systems. Develops benefit information and statistical and census data for actuaries, insurance carriers, and management.
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- Supervises maintenance of human resources records. Supervises maintenance of enrollment, application, and claims records for all benefit plans.
 - Ensures compliance with legal employment requirements, such as OSHA, FMLA, ADA, HIPPA, etc. Reviews and analyzes changes to state and federal laws pertaining to benefits, and reports necessary or suggested changes to management.

REQUIREMENTS:

- A bachelor's degree and five (5) years' experience in Benefits Administration, OR
- A master's degree in Human Resource Management and four (4) years' experience in Benefits Administration, OR any appropriate combination of education and experience.
- Highly detailed oriented.
- Excellent communication skills.

REPORTS TO: SVP, Human Resources

Shelly Hance, Sr. Director, Human Resources at Participant Media
shance@participantmedia.com

Director, Compensation & Benefits (Located in So CA)

The executive recruiting consulting firm of Saenger Associates has been exclusively retained to search for the position of Director, Compensation & Benefits. Our corporate client, located in Southern California, is privately owned and has been a market leader for decades. The company is a world-wide leading provider of products in its industry.

DESCRIPTION

- Reporting to the VP, Human Resources, the Director, Compensation & Benefits is a strategic Human Resources leader responsible for the company's compensation and benefits strategy
 - Oversee the management of all health benefits
 - Ensure all compensation and benefits programs including benefits, wellness, compensation and HRIS systems are competitive, sustainable, and scalable for the company's short and long term strategic goals
 - Analyze compensation and benefits programs to ensure alignment with business strategy. Analyze market competitiveness and cost effectiveness of compensation and benefit plans
 - Further develop executive, management and employee compensation programs
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- Lead the development and management of HRIS systems to enhance HR reporting/analytics capabilities
 - Maintain current knowledge of government rules and regulations (ACA, ERISA, FLSA, FMLA, ADA, COBRA); fulfills compliance and reporting requirements
 - Manage organization structure company-wide and evaluate changes that will drive company efforts to achieve company alignment and objectives

REQUIREMENTS

- A business person with at least 10+ years of experience in the compensation and benefits areas
- Bilingual English / Spanish and / or experience with a Spanish speaking/bi-cultural workforce a must; cross border experience a big plus
- Bachelor's degree required.
- Must have recent and in-depth industry experience in manufacturing, distribution, supply chain and / or agriculture
- Experience working with benefits programs with emphasis on health care, wellness and absence programs
- Knowledge of federal and state labor laws and regulations (ERISA, COBRA, HIPAA and PPA)
- Strategic and hands-on work experience required with sense of urgency and accountability
- Previous experience with Oracle a plus
- Must be a team player and a great and clear communicator

For consideration, please email your resume with current compensation, in strictest confidence, to jobs@saengerassociates.com.

Our client, Cast & Crew Entertainment Services, has retained us to identify their first [Vice President of Human Resources](#). This key position will report directly to the President and Chief Executive Officer of the company. We have completed a number of searches for this company over the last several years including their Chief Financial Officer, Vice President of Finance, and their Director of Human Resources.

The Vice President of Human Resources is responsible for the day to day operation of the Human Resources Department while also providing leadership in developing and executing human resources strategy to support the execution of the overall business plan and strategic direction of the organization, specifically in the areas of succession planning, talent management, change management, organizational and performance management, training and development, and compensation. The Vice President of Human Resources provides strategic leadership by articulating Human Resource needs and plans to the executive management team.

Cast & Crew is a leading provider of payroll services to the entertainment industry. Through offices in Burbank, New York, Albuquerque, Atlanta, Baton Rouge, Detroit, and Wilmington, as well as their international offices in London, Toronto & Vancouver, Cast & Crew provides payroll services to the Motion Picture, Television and Commercial Industries and offers its comprehensive PSL family of production accounting software.

Founded in 1976, Cast & Crew began modestly as a small business that provided payroll services to the commercial and the music business.

Thanks to their knowledgeable and experienced staff, Cast & Crew has developed the most stable and sophisticated production accounting software available on the market. They were the first in their field to provide 24/7 on-line support as well as electronic interfacing of payroll data with their proprietary software. PSL3 brings the convenience of the internet to production accounting.

Responsiveness is where client services begin. Cast & Crew has built a reputation that's unmatched in its ability to respond quickly, and to address and resolve client issues promptly. This commitment is their trademark and their absolute first priority. They've built long lasting client relationships based on mutual reliance, integrity and trust.

The people who work at Cast & Crew are the "hallmark" of their company. Their vast knowledge and extensive experience in the industry are what makes Cast & Crew the best in the business.

The following information will provide more insight. After reviewing the details below our hope is that you may know someone who would be interested in this highly visible role. Feel free to distribute this document to others.

DUTIES AND RESPONSIBILITIES

Culture Management

- Foster an environment that effectively communicates and supports the values and mission outlined by the CEO and Executive Management Team
- Manage and assess organizational development and training needs of operating business and functional units; lead the design, development and implementation of programs and provide facilitation and coaching to management and leadership
- Responsible for managing and supporting the assessment of organizational needs and the design, implementation and evaluation of programs that facilitate the professional development and continuous learning of team members and emerging leaders

Best Practice and Compliance Management

- Develop appropriate policies and programs for effective management of the people resources of the corporation. Included in this area but not limited only to
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the following would be programs for employee relations, affirmative action, sexual harassment, employee complaints, external education and career development

- Guide managers and employees on problem solving, dispute resolution, regulatory compliance and litigation avoidance. Provides expertise in strategy development and execution, planning, and facilitation of employee relations matters and EEOC issues/charges.
- Continuous improvement of the Human Resources division structure to achieve excellent performance of the group.

Talent Management Aligning Employee Performance with Organization Goals

- Direct and oversee implementation of workforce analysis and planning to meet the human resource requirements of business requirements as well as strategic goals.
- Ensure adequate levels of support in the planning, design, and development of programs to meet onboarding, training, and staff development needs
- Ensure effective process and tools to support effective planning, assessment, and management of employee performance
- Oversee effective management of promotions, relocation, employee communication, and employee safety and health
- Directs the needs assessment for training and staff development to enhance the effectiveness of employee performance in achieving the goals and objectives of the company.

Leadership Development and Succession Management

- Function as a strategic business advisor to the executive/senior management of each business unit or specialty group regarding key organizational and management issues.
- Consults with management on performance, organizational, and leadership matters.
- Provide and oversee effective succession management to ensure sufficient bench strength to meet business requirements

Strategic and Financial Planning

- Evaluate and advise senior management on the impact of long range plans as well as new programs/strategies and regulatory action that may impact the attraction, development and retention of the people resources of the corporation
- Prepare budgetary recommendations that meet departmental goals and provide for effective management of resources.

Recruitment and Retention

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- Provide overall guidance and leadership to HR function by overseeing recruiting, career development, succession planning, retention, HR information training and leadership development, compensation and benefits.
 - Develop comprehensive strategic recruiting and retention plans to meet the human capital needs of the organization.

Compensation and Health and Welfare

- Ensure progressive compensation and benefits programs to provide motivation, incentives and rewards for effective performance and achievement of corporate goals.

QUALIFICATIONS

- Bachelor's Degree (or equivalent) and minimum of 10 years of relevant experience Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR) or Master's degree preferred.
- Must be able to work with a variety of organizational leadership to build consensus around Human Resources strategy and tactics; have a demonstrated background in talent management and leadership management; as well as have a proven ability to attract and retain outstanding talent and assemble and motivate high performance teams.
- Must bring immediate credibility to the Human Resources function through his/her professional qualifications and leadership skills as well as project the highest levels of integrity.
- Superior interpersonal communication and presentation skills as well as proven organizational skills are required.
- Must be willing to travel as appropriate to implement strategic Human Resources initiatives.
- Knowledge of standard computer skills (e.g., generating spreadsheet or word processing macros).
- Experience working with organizational development. Excellent change management skills required.

If you have any questions or require further information please contact Adam Kaufman at 818.888.0007 or adamkaufman@kaufmanhunt.com.

HR Business Partner

Reports to: VP HR

Company: 200 employee, diversified manufacturer

Location: Torrance

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in the development, formulation, and execution of long and short-range planning, policies, programs and objectives.
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- Serve as a partner and advisor to the leadership of businesses and departments. Establish and maintain strong relationships with department leaders to identify and respond to their business needs.
 - Advise on people strategies and assist with change management efforts to achieve our desired culture.
 - Drive development of continually improving HR systems, processes and tools to support business management. This includes automation of HR processes to achieve efficiency and an improved employee experience.
 - Assist with delivering an effective performance management program throughout the organization. This includes planning, training, and follow up activities along with metrics.
 - Participate in the evaluation and monitoring of success of training programs and follow up to ensure training objectives are met.
 - Utilize in-depth knowledge of legal requirements to help manage company policy and procedure, handle complex employee relations issues, reduce legal risks and to ensure regulatory compliance. Conduct effective, thorough and objective investigations and recommend appropriate action to resolve the issues.

DESIRED BACKGROUND

- 7-10 years as a Generalist
- Strong ER skills
- Ability to manage/implement projects from start to finish
- Experience with a non-exempt population

Susan Howington, CEO

susan@powerconnectionsinc.com or www.PowerConnectionsInc.com

949-285-9541 direct or 949-529-0745 office

HRIS Trainer (Temporary 3+months) NE San Fernando Valley. \$25/hr.

Barrington Staffing Services has an immediate opening for a savvy computer/HRIS person. Our client has recently been bought out and will be trained on a new HRIS system. Our candidate will train alongside current staff and then put together a presentation piece to share with the entire Company staff and management team so the current HR department is not disconnected from the daily work load and business transitions.

Our candidate must be computer savvy and highly desired experienced with Kronos (also for training staff on), worker compensation and comfortable offering multiple presentations.

Your training team will need to learn how to submit performance reviews, process employee requests, LOA's and other key information. Immediate consideration. Must pass all background check/drug testing.

Résumés to: Staffing@barringtonstaffing.net or call 818 954-8224.

Director of Human Resources and Organizational Development (Autonomous)
Executive Search Firm | CSI | Executive Recruitment - Los Angeles, CA

Job description

Are you seeking a DIRECTOR OF HUMAN RESOURCES & OD (Autonomous) senior leadership position with excellent career track potential? Do you have a manufacturing background which includes both deep Organizational Development experience as well as an extraordinary foundation in HR Generalist areas? And, do you like the idea of working as the HR Leader for a 450 employee Defense & Aerospace company that has grown 140% in the last seven years? If so, then you will definitely want to consider this opportunity...

A well-established Industry Leader in the defense and aerospace industry is currently seeking a Director of Human Resources and Organizational Development to spearhead their Human Resources team. (This position is based in Los Angeles, CA)

TOP COMPENSATION -- BENEFITS -- RELOCATION -- INDUSTRY LEADER

The Director of HR and Organizational Development is a key member of the Extended Executive Team. This individual is responsible for providing direction and leadership to create a world-class organization with the required talent and capabilities to meet the company's strategic and annual business objectives. This includes coordination and implementation of systems, processes, policies, and programs regarding recruitment, on-boarding, organizational development, succession planning, talent development, strategic staffing, planning and retention, management training, compensation/benefit strategies, communications, and employee relations.

Key Business-Based Objectives for Position:

STRATEGY:

- To serve as strategic business partner in meeting strategic growth and profit objectives through:
- Organizational Development,
- Leadership Development,
- Talent Acquisition, and
- Succession Planning.

CHANGE MANAGEMENT:

- To lead Cultural Change Management due to growth and changing market dynamics.
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LEADERSHIP & EMPLOYEE DEVELOPMENT / ORGANIZATIONAL TALENT ALIGNMENT/ TEAM BUILDING:

- Leadership Development: Develop new Leaders with only “small company” experience.
- Employee Development: Sustain Engagement — Succession Planning — Identifying "high potential" members.
- Organizational Talent Alignment: Ensure talent is identified, developed and placed to maximize performance against needs.
- Team Building.

KEY RESPONSIBILITIES:

Closely partner with the President and Executive Staff to establish organizational leadership and strategies aligned with the company's strategic business priorities. He / She will:

- Assist the President in the assessment and development of the Executive staff and the business unit leaders.
- Lead strategic organization-development efforts to establish a world class organization with the talent and capability to meet strategic growth and profit objectives.
- Lead organizational succession planning to ensure the company's long-term success.
- Be an active member of the acquisition and integration team.
- Facilitate the development and execution of organizational improvement, talent development, and recruiting strategies.
- Oversee and coordinate performance management programs to ensure retention of key employees and development of a strong and motivated workforce.
- Facilitate and guide change/culture management as the business grows.
- Oversight, coordination and implementation of systems, processes, policies, and programs regarding recruitment, on-boarding, organizational development, succession planning, talent development, strategic staffing, planning and retention, management training, compensation/benefit strategies, communications, and employee relations.

EDUCATION / WORK EXPERIENCE:

- A Bachelor's Degree in Business, Management or Human Resources, or related field is required.
 - A Master or MBA preferred and SPHR certification is highly desirable.
 - 15 years (minimum) total HR experience, providing Human Resources leadership support with a dynamic, customer service approach, including:
 - 10+ years generalist HR knowledge/experience (required), and
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- 10+ years of direct experience in Organizational Management / Development (desirable).

INDUSTRY EXPERIENCE: Engineering / Manufacturing Environment (Required)
Strategic and tactical HR leadership to business leaders in an engineering / manufacturing environment with a focus on:

- Talent acquisition,
- Organization development,
- Retention,
- Employee satisfaction, and
- Organizational performance/effectiveness.

Strong organizational development & leadership development background.

- Understand all levels of management, key competencies, and recruiting properly.
- Talent Recognition and Development.
- Team-building techniques and application.

Proven ability to work with a diverse population.

- Strong oral and written communication skills.
- Strong MS Office Skills and other relevant software skills.
- Flexible, resilient negotiation skills.

Strong business acumen:

- Excellent math skills. Understand:
 - Profitability: P&L, balance sheet
 - What the numbers are telling us, how to drill down within the numbers
 - What the patterns/trends show and mean
 - Statistics/Regression equations, Algebra, Excel
 - How to apply skills in areas such as bonus pay outs, compensation structures, benefit reviews, etc.

Experience in collaborating with executive leaders for:

- Developing an integrated approach to talent development and high potential identification
- Mentoring and high potential program development.

Asa Sphar, PhD, CSI Executive Search
877-329-1825 or ars@csi-executivesearch.com

Vice President of Human Resources Bilingual (English/Spanish)
EI Super - Greater Los Angeles Area

Job Description

Partnering with Operations and the Leadership team, the VP of Human Resources will assess and deliver comprehensive HR needs to ensure the achievement of strategic and operational business goals. This individual will provide expert advice, counsel, and coaching enabling senior leaders to run their businesses efficiently; successfully attract, develop and inspire top-notch talent; and lead and direct a team of Regional HR Managers throughout the territory/region.

Responsibilities:

- Provide leadership and structure for regional teams that encompasses the mission and core values of the company through the development of trust and respect among peers and staff, building strong teams and partnerships, and driving results
 - Drive, influence and implement people strategies that support and align with business requirements
 - Identify, support, and drive change throughout operating units as they refine the business model
 - Work closely with the VP of Operations to build the organization through best practices
 - Manage HR operations with functional knowledge of business operations
 - Overall management to achieve customer satisfaction while supporting the development of a customer service culture in the stores
 - Recruit, hire, train, and oversee the development of HR Team including; Regional HR Managers, Recruitment Manager, Community Relations Manager, and support staff
 - Develop HR team by evaluating and providing performance feedback, seizing all coaching and training opportunities and facilitating a team environment to meet regional and/or company objectives
 - Builds compensation plans and implements compensation strategy, new reward and recognition programs etc. Provides consulting and training to managers on compensation plans and decisions. Conduct job evaluations and respond to questions and issues regarding compensation.
 - Train store and regional management in all areas of human capital management including: policy and procedure, leadership skills and development, sexual harassment, talent acquisition, performance management, terminations, and benefits
 - Develop, Implement, and Deploy all corporate HR programs
 - Direct performance management program by ensuring performance expectations are being set, and policy guidelines are being met, conducted effectively and timely
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- Support Operations in establishing and executing an effective recruiting strategy (short and long term) and work with the region to source, recruit, interview, and hire qualified candidates for management and staff openings
 - Partner with internal and/or external legal counsel to; prepare for and/or respond to lawsuits or complaints; labor relations etc.
 - Attend mediations, arbitrations, and other court proceedings as needed
 - Develop and maintain HR metrics
 - Act with integrity as a company agent and steward of resources to protect and ensure the business prospers. Administer company policies and programs fairly and consistently to ensure full compliance and high level of employee trust in the organization.

Skills and Competencies:

- Must be able to demonstrate expertise in: Human Resources Management, Developing Standards, Management Proficiency, Managing Profitability, Promoting Process Improvement, Building Relationships, Organizational Astuteness, and Learning and Development
- Must have strong business acumen, financial acumen, intelligence and creativity
- Knowledge of local, state and federal laws and regulations governing employment (EEO, wage and hour, employee benefit, leave)
- Ability to conduct investigations, train and develop staff; and maintain documentation in an organized manner
- High level of integrity and the demonstrated ability to handle sensitive and confidential information in a professional manner
- Bilingual English/Spanish required
- Knowledge of human resources systems, internet sourcing, and payroll systems (i.e., Oracle, APC)
- Must have excellent communications and operating instincts, strong strategic skills, sound business judgment, and the ability to achieve territory goals by leveraging HR expertise
- Must be proficient in MS Office applications, including Excel, Word, Outlook, and PowerPoint

Requirements:

- Bachelors in HR, Business or related field and/or equivalent to PHR/SPHR certification. Masters preferred
 - 10+ years of diversified HR experience with increasing responsibility, within a multi-site environment
 - 5+ years retail industry experience preferred
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- Training & development and/or organizational development experience required

Eva Taylor

<https://www.linkedin.com/jobs2/view/15784318?trk=eml-jymbii-organic-job-title&refId=c4483b81-028c-4c76-927d-455be9715319>

Hello Richard

My client is a profitable distribution company that offers a great environment and a lot of opportunity for the right person.

HR Generalist (Bilingual Spanish)

- Great Opportunity
- Great Company
- Salary plus bonus potential
- Oxnard, California

In this role the HR Generalist will be responsible for:

Full Cycle Recruiting:

- Will work closely with business partners to determine headcount needs.
- Conduct recruitment efforts to fill entry level, operational, exempt & non-exempt positions and professional, technical and management positions
- Respond to and investigate employee relations' issues, assist the business with interpreting Company policy

Conducting training on HR-related topics (i.e. Orientation, Diversity, Harassment Prevention, Interviewing Skills, etc...)

Benefits:

- Work within HRIS System
- Act as liaison to consultants and vendors
- Partner with HR leadership to provide the highest level of service to the business
- Prepare various reports as requested

Skills & Qualifications:

- Bachelor's degree in related course of study
 - Minimum of five years' experience in a Human Resources related function
 - Generalist background with expertise in employee relations, benefits, training, full cycle recruiting
 - Demonstrated ability to interact effectively with all levels and partner with leadership to lead and support organizational change (relationship building)
 - Objectively coach employees and management through employment-related issues
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- Organized and detail-oriented
 - Excellent verbal/written communication skills
 - Effectively present information and respond to questions from all levels of management, team members, and vendors
 - Strong orientation toward customer service
 - Must have the ability to handle a fast-paced, dynamic, changing environment
 - Flexibility
 - Work collaboratively for the achievement of team goals

MUST BE BILINGUAL SPANISH, Ideally both speaking and writing.

I appreciate your assistance with this matter. Total confidentiality will be respected.

Please have anyone you can recommend contact me directly at (310) 618-0441 or email their resume to: cziel@essentialsearch.net

Carolyn Ziel, Founder
Essential Search, Inc.
310-618-0441

Follow my blog on the Huffington Post
<http://www.huffingtonpost.com/carolyn-ziel>

Vice President of Human Resources

Location: Los Angeles, CA

The Vice President of Human Resources will plan, organize, and direct all aspects of the human resource function and maintain a Healthy Work Environment for the Hospital. Including but not limited to HR strategies and operations, employee relations, compensation, benefits, labor relations, recruitment, retention, training and development, employee health, workers' compensation/employee injury programs, and employee services. Establishes, administers and provides interpretation of HR policies/procedures and collective bargaining agreements. Responsible for regulatory compliance, such as, OSHA, EEO, TEFRA, ERISA, CMS, TJC, and SCAQMD. Supports and assists with facilitation of all Division and Corporate initiatives. A member of the Senior Management Team who works in partnership to achieve the Hospital's mission, vision and goals.

Requirements:

- Bachelor's degree required
 - Master's degree preferred
 - Hospital Experience Required
 - Minimum of eight years' experience gained through increasingly responsible management positions within Human Resources.
 - PHR/SPHR certification preferred.
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If you are interested and qualified, please send a "Word" copy of your resume/CV and salary requirements to the address below. When applying, please indicate the job and the location in the subject line of your e-mail. If this position is not for you and you know of someone who might be interested, please forward this to them.

Jericho HR Group
www.jerichohr.com
jobs@jerichohr.com

CannonDesign has an exceptional opportunity for an experienced [Human Resources Professional](#) for our West Region, based in our Los Angeles office.

The ability to partner effectively with a highly articulate, creative, and sophisticated professional population; exceptional organizational and follow-up skills; and a strong customer service focus, will be essential to success in this role. Commitment to build solid knowledge and understanding of the design profession is critical. Demonstrated success in identifying and recruiting top professional talent in a competitive environment including sourcing and landing top employment candidates using social media and other networking strategies is essential. One of your most important contributions will be to bring in top talent and contribute to an environment that will retain the best architects, engineers, interior designers and other professionals. You will also be responsible for diverse HR projects such as guiding the performance review process, strategic initiatives, open enrollment, orientations and exit interviews, and ongoing employee support regarding benefits, firm practices, and other matters. Some travel will be required.

Minimum seven years' relevant experience is required. Ability to maintain a high level of confidentiality, strong organizational and time management skills, and excellent judgment, professionalism, tact, project management, flexibility, communication skills, and diplomacy are essential. Strong Microsoft Office and applicant tracking system skills required. A bachelor's degree is required and experience in a professional services firm are is strongly preferred. Join us at CannonDesign, one of the finest design and project delivery firms in the world.

Please visit our career portal at www.cannondesign.com/careers to upload your résumé and a letter clearly describing how you have successfully demonstrated these position requirements.

We are looking for a [Contract Recruiter](#) who is great at both sourcing and full life cycle recruiting to join our sales recruiting team on a 3+ month long contract. The position will be based in Arlington, VA or the person can work virtually if they are not local to the VA area. The job description is below.

POSITION OVERVIEW:

We are seeking a Contract Recruiter/Sourcer to build candidate pools and databases, identify potential applicants, and use cost-effective sourcing techniques to attract

individuals without using staffing agencies. The recruiter will also evaluate candidate profiles and help ensure that profiles meet hiring requirements.

RESPONSIBILITIES:

Conduct targeted online candidate searches to fill sales and corporate positions; develop lists, spreadsheets, and tracking procedures and present findings to recruiting managers; solicit and pre-screen interested applicants; actively network among candidate databases and user groups to solicit referrals; act as a back-up interviewer for manager, sales recruiting, as needed; attend recruiting and/or networking events, as needed; assist with monthly and annual recruiting metrics; and help with recruiting-related projects.

REQUIREMENTS:

5+ years of recruiting experience in a staffing agency and/ or corporate recruiting department; consistent track record of locating qualified candidates through nontraditional sources; strong Internet research skills; excellent verbal and written communication skills; tenacity and the ability to work independently on multiple positions; strong persuasion skills; sound judgment; attention to detail; strong organizational skills; flexibility for occasional overnight travel; and proficiency in MS Office, Internet research and LinkedIn.com recruiter. Bachelor's degree.

Bloomberg BNA IS AN EQUAL OPPORTUNITY EMPLOYER and fully subscribes to the principles of Equal Employment Opportunity. Bloomberg BNA has adopted an Affirmative Action Program to ensure that all applicants and employees are considered for hire, promotion, and job status without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, marital or familial status, genetic information, disabled veteran, veteran, veteran of the Vietnam Era, or any other classification protected by law.

COMPANY OVERVIEW:

Bloomberg BNA is a leading provider of legal, regulatory, and business information for professionals. Our network of more than 2,500 reporters, correspondents, and leading practitioners delivers expert analysis, news, practice tools, and guidance — the information that matters most to professionals. Bloomberg BNA's authoritative coverage spans the full range of legal practice areas, including tax & accounting, labor & employment, intellectual property, banking & securities, employee benefits, health care, privacy & security, human resources, and environment, health & safety.

We have been named:

- *Three times to the FORTUNE list of "100 Best Companies to Work For in America."*
- *One of the "100 Best Companies for Working Mothers" for nine years in a row by Working Mother magazine.*
- *One of the "Best Companies to Work for in Washington" by Washingtonian magazine.*

If interested, please apply through our careers section here:

https://www4.recruitingcenter.net/Clients/BNA/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=12660&esid=az

Global Director – Talent Acquisition, Deckers Outdoor Corporation

Based at Headquarters in Santa Barbara, CA (Goleta), The Director of Talent Acquisition will develop recruitment strategies, workforce planning and succession planning based on strategic business goals across the core enterprise business as well as Deckers' portfolio of brands.

Started in 1973 by a University of California, Santa Barbara student who began making and selling sandals at craft fairs along the West Coast, Deckers Brands (\$1.6B, NYSE: DECK) now has 2,300 employees across 50 countries and operates 126 company-owned stores as well as a rapidly expanding e-commerce/digital flagship. Deckers Footwear, apparel and accessories lifestyle brands include UGG® Australia, Teva®, Sanuk®, Mozo®, Ahnu®, Tsubo® and Hoka One®. Deckers brands are prominently offered at large retail partners such as REI, Nordstrom and Urban Outfitters.

Having been named one of Fortune's Top 100 Growing Fastest Growing Companies, Deckers will continue to grow and expand its Direct-to-Consumer footprint thru new brand pipeline/incubation, expanding store count and the burgeoning growth of its robust Omni-Channel strategy.

Perennially named to Outside Magazine's Best Places to Work list, Deckers' company culture blends ambitious and driven work-ethic with its California roots (a fleet of bikes and paddleboards are provided for lunchtime trips to the beach that is less than a mile from Headquarters). Other onsite benefits at Headquarters include car washes, dry cleaning, massage therapy, a fresh produce truck and a coffee service (with the use of reusable mugs, of course!).

Jeremy Cohen, General Manager
The Talent Studios – Los Angeles
578 Washington Blvd. #148, Marina del Rey, CA 90292
310-507-7836 (o), jcohen@talentstudios.com, www.talentstudios.com

Director of Human Resources

Jackson - CA-EL Segundo

Job description

National Planning Corporation® (NPC®) has an opening for a HR Director. NPC is a full-service Broker-Dealer and Registered Investment Adviser serving independent representatives nationwide.

NPC is part of the National Planning Holdings, Inc. (NPH) network affiliated with Jackson National Life Insurance Company® ("Jackson®").

Jackson is one of the nation's largest and fastest growing financial services companies, with over \$100 billion in total assets. Jackson offers a range of retirement

products and services including variable, fixed and fixed index annuities. Please visit our website at <http://www.jackson.com/> for more information.

Job Purpose

Lead human resources strategies across National Planning Corporation (NPC). This role requires a driven HR leader with a broad-based, business orientation.

Partner with the NPC leadership team. This performance oriented HR Director acts as the strategic consultant to business leaders to deliver top quality, strategic HR solutions, with a particular emphasis on driving associate performance and thereby, business results.

Collaboration, support, and partnership with the HR Headquarters functional departments include: Compensation and Benefits, HR Strategy and Consulting, Talent Management and Organizational Effectiveness.

Experience and knowledge requirements include: knowledge of HR trends, workforce planning and recruitment, employee relations, talent and performance management, compensation and benefits programs, expertise in federal, state and local laws and regulations.

Essential Job Duties & Responsibilities •Partnership with the HR Headquarters in the development and implementation of HR strategies that support the achievement of business objectives.

- Provide consulting, support and guidance to the leaders on all HR issues, facilitating the execution of the strategic vision of the business leader through the delivery of targeted HR solutions.
 - Manage employee relations issues proactively and maintain appropriate documentation to reduce legal exposure to the organization.
 - Effective leadership of direct reports, (HR Consultant).
 - Lead and consult with leaders to plan workforce needs that align with evolving business priorities. Develop and execute HR strategies to ensure optimal talent development. Solutions may include; succession planning, performance management, training, development plans, etc.
 - Partner with Headquarters Talent Acquisition to develop, communicate and maintain effective staffing processes and resources to secure top talent, and that employee retention is maximized as appropriate.
 - Proactively manage staff retention and attrition; using applicable workforce analytics, monitor exit interview feedback and work with management team to rectify issues as appropriate.
 - Facilitate effective performance and compensation management activities to achieve sound decisions and practices.
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- Actively coach/ train management to deliver high quality performance discussions, provide feedback and implement actions to improve associate and team performance.
 - Proactively and expertly manage low performance and employee relations issues, leveraging legal counsel, where necessary.
 - Champion effective interpersonal skills and a work environment/culture built on trust and open, effective communication between employees, their managers and the organization.
 - Ensure HR administrative and compliance requirements are met, e.g., FLSA, employee records, etc.

Qualifications

Job Requirements (Knowledge, Skills & Abilities)

- 12 to 15 years of progressive HR management experience.
- Demonstrated experience in leading an HR team in delivering HR programs that are recognized to meet the needs of the business.

Valued experience include:

- HR operational experience, organizational development/ change management, recruitment, leadership development, compensation.
 - Expert knowledge of HR best practices, California state and local employment law, as well as federal EEO, ADA and FMLA guidelines and regulations Ability to interpret and advise on the application of labor laws required.
 - Interest and knowledge of business strategy and key business drivers. Linking HR programs to business needs; strong critical thinking, analytical and business consulting and partnership skills.
 - Able to meet or exceed measured goals, bottom-line oriented, can be counted on to steadfastly push self and others for results, has a sense of urgency and fosters the same in others.
 - Strong demonstrated strategic thinking, creating and implementing strategic Human Resources initiatives.
 - Takes initiative, willing to take unpopular positions/ actions when necessary, confident, courageous and assertive, inspires and motivates others, treats other with respect. Manages disagreements and conflicts in an open, constructive and timely manner.
 - Excellent communication and interpersonal skills with the demonstrated ability to interface and influence all levels of management and personnel (encompasses verbal, written, listening); able to articulate credible visions and plans, present impactful information to top management, and others.
 - Able to establish a high level of trust and credibility in the organization.
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- Excellent computer skills in a Microsoft Windows/Office environment.

Education & Experience Required:

- 12 to 15 years progressive HR leadership experience, including broad based Generalist experience, management of HR team members.
- Previous CA labor law experience required.
- Bachelor's degree, preferably in Human Resource Management/Industrial Relations, Organizational Development (MS degree or coursework in HR/Industrial Relations, Organizational Development a strong plus).
- SPHR Certification preferred

Job Level that this position reports to (i.e., Supervisor, Manager, Director, etc.): Reports directly to the SVP, Chief Human Resources Officer, Lansing Home Office, with indirect reporting to the President of National Planning Corporation, El Segundo, California.

Jackson offers an outstanding benefits package including competitive pay, bonuses, comprehensive health insurance benefits, a 401(k) retirement plan with matching, and a college tuition reimbursement program for employees and eligible dependents.

Online applications requested. Contact human.resources@jackson.com for alternate formats for accommodation.

Equal Opportunity Employer

Company facilities and campuses are tobacco-free environments.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel so classified.

[Manager or Director \(DOE\), Human Resources](#)

Location: Santa Monica, CA

Reporting To: SVP, Organizational Strategy & Administration

Summary

Reporting to the SVP, this role is responsible for the day to day Human Resources functions as they related to benefits administration, payroll, LOAs, compliance and administration for our Miramax US and UK offices. The ideal candidate will have a strong background in HR operations/administration.

Responsibilities

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- Administers all employee benefits programs, billing and all applicable audits including Annual Non-Discrimination Testing
 - Responsible for accurate payroll processing for US and UK including but not limited to the administration of ad hoc payments and other complex payroll transactions
 - Monitors and maintains company policies in US/UK Handbook; stays abreast of legal issues relating to employment
 - Responsible for effective working relationships and liaising with vendors, state/federal agencies, and international vendors on payroll and benefits matters
 - Responsible for the orientation and onboarding of all employees globally (US and UK)
 - Conducts exit interviews; assists in developing retention strategies and monitors attrition for the company based on feedback
 - Responsible for benefit inquiries and LOA processing to ensure a quick, equitable, and courteous resolution. Maintains contact with providers and employees to facilitate cases for best outcome
 - Manage audit processes internally and externally; keep management informed on process; analyze and implement recommended process changes resulting from audits
 - Responsible for administration of 401K including managing participants, beneficiary and miscellaneous audits, Plan Year End Summary Reports, filing Form 5500 and Form 8955-SAA, and Annual Non-Discrimination Testing
 - Creates and maintains all personnel files, benefits files, LOA files and payroll records per legal guidelines
 - Liaison with Water Garden's Work Place Safety offices for fire drills, evacuations, CPR Training, Earthquake Preparedness and Floor Warden program for our US office
 - Ad hoc projects as needed

Desired Skills and Experience

- 6 years' minimum in Human Resources administration/operations capacity; specifically proven success in Benefits/Payroll/Ops. Entertainment industry experience preferred
 - Bachelor's degree, preferably in HR, Business Administration or related field
 - Subject matter expertise on CA and Federal employment practices, policies, legal & EEOC guidelines, as well as wage & hour, payroll and benefits administration
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- Compliance in all areas of benefits required including, but not limited to ERISA, COBRA, HIPAA, ACA, and ability to identify and comply with new state requirements as regulations are enacted
 - Strong background with LOA programs including but not limited to FMLA, ADA, STD, LTD, bereavement, CFRA, and ability to manage administration of these programs
 - Functional and technical experience in Benefits, Payroll, HRIS, and HR administration and compliance; International payroll experience desired, UK preferably
 - A high level of technical expertise including experience with HRIS systems and web based technology. HRIS experience with ADP Workforce Now preferred
 - Proficiency with Microsoft Excel, Access, Word, Visio, and PowerPoint required
 - Proven analytical skills with strong attention to detail
 - Experience working with and maintaining sensitive and confidential information
 - Ability to thrive in an ambiguous environment that demands flexibility; self-driven
 - Confident ability to interface effectively with all levels of employees, managers and executives
 - Demonstrated success in working in a fast-paced environment while maintaining a professional demeanor and exercising tact and good judgment

To Apply

- Please attach your resume & cover letter to your application

About this company

Miramax is a leading worldwide film and television studio with a library of more than 700 motion pictures containing some of the most original and acclaimed independent films, such as Pulp Fiction, Chicago, Good Will Hunting, The English Patient, Life is Beautiful, and City Of God – as well as scores of commercial hits such as Bridget Jones's Diary and the Scream, Scary Movie and Spy Kids franchises. Collectively, the Miramax library has received 284 Academy Award® nominations and 68 Oscars®, including four Best Picture awards. Miramax's world-class global distribution team has successfully brought this acclaimed collection of titles to existing and emerging platforms in nearly every country in the world. Miramax was purchased in 2010 by Qatar Holding, together with the investor group led by Miramax Chairman Thomas J. Barrack, Jr.'s Colony Capital, and is headquartered in Santa Monica, California with a sales office in London.

<https://www.linkedin.com/jobs2/view/20018898?trk=eml-jymbii-organic-job-title&refId=9294bf30-dcfb-438a-b60e-1ce6e3fdd421>

Director of Human Resources

Four Seasons Beverly Wilshire - Beverly Hills , California

POSITION SUMMARY:

Welcome to Beverly Wilshire in Beverly Hills (A Four Seasons Hotel). In the heart of Beverly Hills - steps from renowned Rodeo Drive shops - this historic hotel buzzes with vitality from dramatic renovations, blending tradition and trend. See-and-be-seen dining and glamorous events are balanced by quiet, personal comfort in the spa, the pool and luxury guest rooms. The landmark hotel features 395 guest rooms and suites; unparalleled dining, 8,000 sq. foot spa, Mediterranean style pool & fitness center, with more than 25,000 sq. ft. of versatile meeting and function space, which can accommodate more than 800 people. We are actively seeking a Director of Human Resources to join the Four Seasons family.

PURPOSE:

In coordination with the VP of Human Resources of the Americas and Regional Vice President & General Manager, the Director will assist in the planning, directing and managing the human resources division for this luxury landmark union hotel. Direct the day to day employee labor relations, recruitment, benefits administration, compensation, and Management learning and development, while providing exceptional Human Resources to the Internal Guests (employees) and maintain the Four Seasons' exceptional service culture.

RESPONSIBILITIES AND DUTIES:

1. Monitor the quality of staff performance including review of disciplinary actions, recommendations for suspension or termination as well as establish a regular performance appraisal program for all staff.
 2. Oversee labor relations for five unions, negotiating collective bargaining agreements.
 3. Influence the quality, content and intent of communications in the hotel and recommend the most effective vehicle of communication and the best channel to use in terms of ensuring that pertinent information is available to all levels of staff.
 4. Assess the development and effectiveness of all levels of employees and the manpower needs of the hotel using succession planning, and assisting management with career planning and counseling.
 5. Supervise the financial issues for the HR budget including benefits, labor & salary reports and plan cost effective events within the HR budget guidelines.
 6. Establish and implement recruitment, selection, placement and pre-employment procedures in accordance with Four Seasons Hotels and Resorts' policy and all applicable laws to include hiring, staffing guide and compensation guidelines.
 7. Work harmoniously and professionally with co-workers and supervisors while maintaining the confidentiality of Human Resources.
 8. Analyze hotel management training and development needs at all levels and create or coordinate the creation of programs designed to make employees
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proficient in their delivery of core and culture standards and prepare them for promotion from within.

9. Plan and organize overall work requirements of the Human Resources Department and delegate job tasks.
10. Adhere to all California compliance and labor laws.

QUALIFICATIONS:

- 10+ years of Human Resource management experience and 5+ as a Director of Human Resources
- Union experience strongly preferred
- California experience an advantage
- Bachelor's degree
- Experience working directly with a Hotel executive team and a large team of managers and employees
- High-energy; employee champion; agent for change; problem solver
- Strong employee relations skills
- Strong written and oral communication skills, attention to detail, negotiating skills

Four Seasons is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.

https://fourseasons.wd3.myworkdayjobs.com/job/Los-Angeles---Beverly-Wilshire/Director-of-Human-Resources_REQ10057722-5/apply

Human Resource Manager/Generalist

Reports to: Human Resources Director/Vice President

DUTIES AND RESPONSIBILITIES:

- Administers various human resources plans and procedures for all company personnel; assists in development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
 - Participates in developing department goals, objectives, and systems.
 - Administers compensation program; monitors performance evaluation program and revises as necessary.
 - Performs benefits administration to include claims resolution, change reporting, approving invoices for payment, and communicating benefit information to employees.
 - Develops and maintains affirmative action program; files EEO-1 report annually; maintains other records, reports, and logs to conform to EEO regulations.
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- Conducts recruitment effort for all exempt and nonexempt personnel, students, and temporary employees; conducts new-employee orientations; monitors career pathing program, writes and places advertisements.
 - Handles employee relations counseling, outplacement counseling, and exit interviewing.
 - Participates in administrative staff meetings and attends other meetings and seminars. Maintains company organization charts and employee directory.
 - Assists in evaluation of reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
 - Maintains Human Resource Information System records and compiles reports from database.
 - Maintains compliance with federal and state regulations concerning employment.
 - Performs other related duties as required and assigned.

KNOWLEDGE AND SKILLS:

Considerable knowledge of principles and practices of personnel administration, effective oral and written communication skills, excellent interpersonal skills.

EDUCATION AND WORK EXPERIENCE:

- A bachelor's degree and three (3) to five (5) years of Human Resources experience, OR
- A master's degree in Human Resources Management and two (2) years of experience in the HR field, OR
- Seven (7) years of experience in the HR field, OR
- Any similar combination of education and experience

Deanna Gutman | Associate Director, Executive Search
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HR Generalist - Creative Media & Entertainment Company, Century City, CA

The world's leading full service entertainment, media, and sports agency is seeking an HR Generalist to join their corporate Human Resources. The HR Generalist manages and administers human resources activities focusing on recruitment, employee relations, compensation, benefits and employee services. In Addition, the HR Generalist develops and implements policies and procedures in support of government regulations and ensures compliance with all legal requirements, supports creation, implementation and compliance of human resources programs, policies and training, and supports overall organizational goals.

Responsibilities:

- Responsible for recruitment, employment administration, employee relations and policy development. Develops and maintains partnerships with management to effectively achieve business results and manage complex HR initiatives.
- Provides advice and counsel in relation to organizational planning and execution.
- Identifies, recommends, develops, and implements programs and processes supporting business objectives and organizational culture and competencies.
- Leads managers in the recruitment and hiring processes including creation of recruitment strategies. Forecasts, creates job descriptions, recruits, interviews and makes recommendations for selection of potential employees.
- Consults with hiring manager and recommends new hire compensation package.
- Counsels and advises managers and supervisors on performance management, conflict resolution, staffing and disciplinary issues.
- Assists with and provides support for internal investigations in areas such as sexual harassment, discrimination, workplace violence.
- Counsels employees and managers to facilitate complaint resolution.
- Represents Company at hearings.
- Makes decisions and recommendations regarding termination of employment.
- Audits and revises forms, procedures, systems and files to ensure compliance with federal and state employment laws and regulations.
- Compiles statistical data and consults with management for local salary administration purposes and other functional areas, as directed.
- Provides guidance as needed to managers in the performance appraisal process.
- Administers leave programs, including all notification requirements, tracking, etc., for FMLA, CFRA, PDL, etc.
- Performs new hire orientations and conducts exit interviews.
- Maintains local records for personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.
- Maintains appraisal and position description files.

Requirements:

- B.A. degree or equivalent
 - 1-3 years of HR Generalist work experience.
 - Excellent knowledge of a human resources theory and practice, including knowledge of company procedures and policies.
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- Excellent verbal and written communication skills with the ability to effectively present to all levels of management.
 - Strong planning and analytical skills, and proven project implementation experience.
 - Determines own work, initiates methods, organization, staffing and other changes as needed.

<http://www.glocap.com/#page=searchJobs-viewJob&x4dId=30125&source=webnews>

Learning & Development Director

Based in Irvine, California, Boot Barn is a leading specialty retailer of western and work wear. Since its founding in 1978, Boot Barn has grown from one store in Huntington Beach, California, to nearly 160 stores in 24 states with a growing online presence. Boot Barn uniquely understands the western lifestyle, country values and strong, American work ethic that its customers embody - which is why they are the leading lifestyle retailer of Western and Work wear.

The company has historically grown organically and through acquisitions; and is expected to continue its growth in the current year with more than 20 new stores. Boot Barn captures the true spirit of the west in each one of its customer touch points, selling a full range of country western and work-related footwear, apparel and accessories through its stores and website.

SUMMARY

This role will work collaboratively with the VPHR, Leadership team and other key stakeholders to establish the vision and curriculum for professional and leadership development across the Boot Barn workforce. This position's primary focus is on driving the design, development and implementation of Learning & Development (L&D) Solutions organization-wide. They will also manage the Professional Development Programs (Interns, HIPO, mentorship program, etc.) and will drive Education and Training (E&T) efforts as the organization's training leader. Measurement of success in this role is defined around Boot Barn's ability to achieve goals in the development, engagement and retention of its employees along with the ability and skills of the workforce to achieve established business objectives.

Kim Doud
Apex Executive Search, LLC
<http://www.bootbarn.com/>
Kim@apexexec.com
949-574-5000

2-4 openings for [Contract Recruiters](#). Retail high volume recruiting. Assignment is 100 % virtual. Some US travel will be involved for job fairs/hiring events. Must be able to travel overnight probably for 2-3 days every couple of weeks. Rate is \$40-50/hr.

duration 6 months +. Retail experience is a plus. Conversion to full time possible if interested. Please send me your resume and availability if interested.

Adam Caldwell, Talent Solutions Group, Inc.
adamcaldwell@consultant.com
