



**SEGUE  
SOLUTIONS**

# Career Strategy March 2015 Opportunities

**Career Strategy Meeting Information**

<http://is.gd/seeyouthere>

**PIHRA Career Center**

<http://is.gd/pihracareercenter>

**PIHRA District 6**

<http://is.gd/SouthBay>

**Career Strategy Email**



[Segue@Propster.com](mailto:Segue@Propster.com)

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<b>February 2015</b> United States <b>5.5%</b>		<b>Unemployment Rates</b>		<b>February 2015</b> Los Angeles County <b>7.8%</b>
<p align="center"><b>Job Seekers Support Group</b></p> <p>Finding a new job or career is a journey--don't go it alone. If you are a director, manager, or high level professional seeking employment, there's a unique support group that you can join. It's led by Dr. Lewis Newman, Ph.D. (profile is on LinkedIn), an experienced outplacement consultant and career coach. Members are happier and more productive in their job search. There is no charge.</p> <p align="center"> For more information, go to <a href="#">Lewis Newman Consulting</a>.  Lewis Newman, Ph.D.  14140 Moorpark St., Suite 306  Sherman Oaks, CA 91423  (818) 809-2036  Fax: (818) 809-2037  <a href="mailto:lewisnewman@earthlink.net">lewisnewman@earthlink.net</a> </p>				
<p align="center"><b>HR Power Exchange</b></p> <p>POWER CONNECTIONS is happy to facilitate a support group for Human Resource professionals in transition called "HR Power Exchange."</p> <p align="center"> HR Power Exchange Transition Support Group  Date: 4<sup>th</sup> Thursday of the Month  Time: 10:00 am – 11:30 am  Power Connections  114 Pacifica, Suite 320, Irvine, CA 92618 </p> <p>During this gathering of HR professionals, we will exchange search tips, share job leads, best practices, experiences and "Process the Issues" of being in transition.</p> <p>Please pass this on to any of your friends who are HR professionals who are in transition or who are thinking about a job transition! <b>This meeting is for HR professionals who are Manager level and above. There is no charge to attend this meeting.</b></p> <p align="center"> Any questions?  Call or email Susan Howington, of Power Connections at 949-285-9541  or <a href="mailto:susan@powerconnectionsinc.com">susan@powerconnectionsinc.com</a>. </p> <p align="center"> Copyright © 2015 Power Connections, All rights reserved.  Susan Howington of Power Connections  Our mailing address is:  Power Connections  114 Pacifica Suite 320, Irvine, CA 92618 </p>				



Nicole Collard, BA, MBA  
Senior Communications Professional

## 7 Ways to Help Your Unemployed Friends

Being without a job is a scary life experience. For some of us, it will happen more than once. For others, it may never happen. Sometimes we find ourselves unemployed by choice, or perhaps by way of whatever is happening in our chosen fields and cities. What we cannot always affect is how quickly we recover. Like dating, you can't make someone fall in love with you, and it is equally difficult to make a company hire you.

For those who do have jobs, it can be equally unnerving. Bob, my office mate was let go. He was a good worker. We had the same job. It could have been me. That is very true. It could have been you. But it wasn't - so keep doing what you are doing but don't forget fallen team members...like Bob. Here's how you can help Bob:

**1. Call.** Don't text Bob and don't email him. If there was ever a time to reach out and touch someone, it would be now. Take 5 minutes with a kind voice to call and say you were thinking of him. Ask Bob how he is doing, and mean it. Losing a job can be immediately isolating. Bob no longer has a "work-family". He has nowhere he is supposed to be, and now he is most likely without the resources he has come to rely on like fast IT connections, a coffee room with friendly faces, and most importantly...a routine.

**2. Offer to help.** Everyone knows someone- so become a networker. Take joy in connecting Bob to the people you know, and take pride in knowing that you have great people in your circles. You may not be able to control the outcome, but it provides Bob an avenue of pursuit he may not have had before. And like the Wella Balsam commercial from years ago, one friend tells another friend, and so on, and so on.

**3. Don't project your inner fears.** It's the ABC of friendship; **Always Be Caring.** Losing your job and seeking new roles is a roller coaster ride. One day Bob is UP because he got a call back from a company, but the next week he is DOWN because he never got the second interview. When you talk to Bob, remember his moods could be all over. These are stressful times. Remind him of the roller coaster, and that next week there will be another up. Sometimes when you're on the ride- you can't see what is around the next corner. Sure, if it were you, you would be sitting in the corner of your closet sucking your thumb, but Bob doesn't need to hear this right now.

**4. Be a fan.** Everyone needs a cheerleader. Be that friend that sees his good traits, and remind him that he is valued in his field, that he has lots to offer to the next role...and that patience is a virtue. This too shall pass. What doesn't kill you makes you stronger. I'm not sure where all these sayings came from, by my experience tells me they are

always true. Studies show it now takes about 6 months or longer to find a new role. Did I mention patience is a virtue?

**5. Be the escape route.** Be Bob's excuse to get him out of the house. Invite him downtown for a coffee or lunch. Maybe invite a few others to join. Being at home is isolating and a coffee outing may be all it takes to lighten a day with purpose. The added benefit to Bob is that once he is downtown, you never know what old acquaintances he could run into on the sidewalk.

**6. Spread the word.** Hear of an opportunity? Know a company that is hiring? Tell them that Bob is now a free agent, and tell Bob you heard someone is looking to fill an exciting role. The ABC here is **Always Be Connecting** people.

**7. The “WIIFM”.** What’s in it for you? Everything. You develop a relationship for being someone who is thoughtful, kind and helpful. You have now become THE networker and people have additional respect for your discerning ability to recommend top talent. You have solidified yourself as a friend. People remember this, and at the end of the day...it’s the right thing to do. Nurture your relationships and you will always be abundant with friends. And those friends will have connections.

Helping a friend is an easy thing to do, and you never know when you may need a friend yourself. In these busy and stressful times, let's take time to do the little things because sometimes, it's the little things that mean the most.

### **Media Marketing Intern (Part-time)**

Position Type: Part Time, Contract

Compensation: \$10/hour – Ten hours a week

Key Skills: Social Media Savvy

Industry: Staffing/Recruiting

**TS2 ([www.ts2recruit.com](http://www.ts2recruit.com)) in Torrance, CA. is seeking a social media savvy intern to assist in developing, implementing and maintaining our social media strategy and presence. This will involve branding, job postings, tweeting, blogs and multiple channel presence for our company. Flexible hours, casual professional environment and an opportunity for international exposure.**

**Interested candidates should call or email:**

**Alan Elmont at 310-715-3392 or [a.elmont@ts2recruit.com](mailto:a.elmont@ts2recruit.com)**

### **About TS2**

*TS2/TS Consulting International is a global executive search firm focusing on specific industries. We offer retained and contingency-based searches for middle to senior-level executive positions, as well as board member searches. We also offer investor searches for promising start-ups.*

### **Our Two Brands:**

*With a network of 17,000 industry professionals and built partnership with 3,500 corporations in the interactive gaming, mobile app development, social/digital media, and entertainment space, TS2 creates JOBS for INDIVIDUALS and CORPORATIONS. We recruit the best fitting talent for your organization, find the best career opportunity for individuals, and market client's products and services to identify, negotiate and close the best business deals for your organizations.*

*TSCI, a division of TS Consulting International, helps Japan-based companies mainly in the high-tech industries to help them develop and expand their business in North America by identifying and recruiting local industry experts. We have placed many talents in IT engineering, accounting, finance, sales, business development, marketing, electrical engineering, mechanical engineering, human resources, purchasing, plant manager, product control and logistics.*

*<http://www.tsconsult.com>*

*TS2/TS Consulting International is a wholly owned subsidiary of Temp Holdings, a global recruiting and executive search firm established in 1973. Temp Holdings is currently publicly traded on the Tokyo Stock Exchange.*



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

## **Jobs Posted 18 March**

### **Human Resources Manager**

**D'Addario Woodwinds - Sun Valley, CA**

We are currently seeking a Senior Level Human Resources Manager with 10 yrs. of Human Resources Management experience for our Sun Valley, CA location. Must be Bilingual in Spanish. POSITION SUMMARY Effectively plan, direct, and/or coordinate all human resource activities including employee compensation & benefits, recruitment, personnel policies and procedures, training,



employee relations, regulatory compliance, workers compensation, Paid Time Off, and employee safety for our operation. [More info...](#)

### **Recruiter**

#### **St. Francis Medical Center / Daughters of Charity - Los Angeles, CA**

St. Vincent Medical Center offers professional growth and educational advancement, as well as excellent benefits that include medical, dental and vision plans, plus generous paid time off, a tax-deferred annuity and a matched contribution retirement plan. For immediate consideration, please contact Annah Karam (213) 500-3301 or email me at [annahkaram@dochs.org](mailto:annahkaram@dochs.org) ([www.stfrancismedicalcenter.org](http://www.stfrancismedicalcenter.org)). Please complete an on-line application at [www.stvincentmedicalcenter.org/careers/job-openings/](http://www.stvincentmedicalcenter.org/careers/job-openings/) . [More info...](#)

### **Human Resource Manager**

#### **Sysco - Fremont, CA**

Upgrade your career today with an exciting new opportunity with Sysco Foods in Fremont, CA. We offer competitive pay, bonus potential, 401k matching, stock options and great benefits. To learn more, please visit: <https://jobs-sysco.icims.com/jobs/14281/human-resources-manager---sysco-san-francisco-%28fremont%29/job?modeview> [More info...](#)

### **Human Resources Director**

#### **Printing Industries Association of So. CA (PIASC) - Los Angeles, CA**

HR Director for L.A. based trade association interested in working with its 2,000 member firms across California, assisting them with the challenges of regulatory compliance and day-to day HR issues; work with firms across the state through seminars, publications, telephone and direct support as well as maintenance of extensive database of HR Resources. Benefits: Substantial Salary; fully paid medical and dental benefits for employee and dependents plus 401(k) plan with generous employer match [More info...](#)

### **Human Resource Manager**

#### **Cargill Meat Solutions - Fresno, CA**

Cargill Beef has an exciting opportunity available for a Plant Human Resources Manager, located in Fresno, CA. The HR Manager is an integral part of the plant senior management team and partners with their peers on key business decisions. This position manages the HR, Health Services, Training, Workers Compensation, and Safety functions for the plant. The Plant HR Manager provides leadership around employee engagement, coaching managers on people-related issues... [More info...](#)

### **HR Business Partner, Training and Development**

#### **Confidential - Los Angeles, Burbank, NOHO, CA**

Our Company is looking for a HR Business Partner, Training and Development professional with

generalist human resources experience. This position has been designed for someone that will lead the charge to formally integrate training and development into our Company. This is a dual role position due to the size of the company (under 300 ees) and this candidate will need to be comfortable with balancing the roles of T&D and general HR coordination. [More info...](#)

### **Vice President of Human Resources**

#### **Global Produce Company - Greater Ventura County, CA**

We are conducting a search for a VP, Human Resources for a global produce company located in Ventura County, California. The VP HR role represents a tremendous opportunity to enable the business to effectively grow. There are significant implications for HR leadership to be an engaged business partner with the CEO and the senior management team in optimizing business performance, talent management, and creating a high performance business culture. This position reports to the CEO. [More info...](#)

### **HR Recruiter**

#### **Company Confidential - Santa Maria, CA**

Responsible for developing and implementing recruiting and staffing activities to support HR Department. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. [More info...](#)

### **Human Resources Director**

#### **Superior Court of California, County of LA - Los Angeles, CA**

The Los Angeles Superior Court seeks a skilled and experienced Human Resources expert to provide effective leadership and management to an active HR staff of 79 employees. Requires a bachelor's degree from an accredited college/university and nine years of HR experience in a large, complex public/court agency. To apply, send resume to Steven A. Harman, Senior Associate, Citygate Associates at [sharman@citygateassociates.com](mailto:sharman@citygateassociates.com). (510-599-5294) Final filing date is April 3, 2015. [More info...](#)

### **Human Resources Analyst**

#### **Fidelis SeniorCare, Inc. - Irvine, CA**

An HR analyst analyzes the human resource related activities in the company such as employee performance, compensation, benefits, recruiting metrics, conducting consumer surveys and human resource budgets. She/he may deal with the overall human resource requirements or concentrate

her/his work in certain specific aforementioned areas. This position could eventually lead to comp and benefits specialist/manager role for the right person. [More info...](#)

### **Employee Relations Specialist**

#### **Hyundai Motor America - Fountain Valley, CA**

Upgrade your career today with an exciting new opportunity with Hyundai Motor America. We offer competitive pay, bonus potential, 401K matching and comprehensive benefits. We currently have Employee Relations Specialist position open in our National Headquarters in Fountain Valley, CA. To learn more, please visit: [www.hyundai.usa.com/careers](http://www.hyundai.usa.com/careers) [More info...](#)

### **Human Resources Generalist**

#### **AURA - La Serena, Chile, AZ**

Expatriate position with HR team in Chile. Tax free salary, cost of living allowances, education, relocation, home leave, medical & insurance coverage. HR Generalist coordinates HR services, policies, and programs & provides assistance to Managers. Requirements: 4 yr. degree in HR or equivalent and min 5 yrs. related experience &/or training for a 200 employee organization; or equivalent combination of education and experience. PHR designation preferred. Fully bilingual in English & Spanish. [More info...](#)

### **HR/Training & Development Manager**

#### **Sherlock Management Consulting - City of Industry, CA**

Under the direction of the Director of Human Resources, the HR/Training Manager is responsible for partnering with various business units to assist in the execution of business strategies and developing a training program. Provides leadership and guidance to employees and management regarding all aspects of Human Resources. This includes, but is not limited to employee relations; employee training and development, performance management and interpretation of HR policies and procedures. [More info...](#)

### **Chief Human Resources Officer**

#### **Foothill Family Service - Pasadena, CA**

Foothill Family Service is dedicated to making a positive difference in clients' lives. We strive for excellence and provide a positive, stimulating work environment for our diverse, enthusiastic and talented staff. Staff members are valued as individuals, are encouraged to grow and develop their skills and are supported by their supervisors and their peers. We support innovation and an entrepreneurial spirit in our approach to achieving our mission. [More info...](#)

### **Director of Human Resources**

#### **Chaminade College Preparatory - Chatsworth (Los Angeles), CA**

Want to make a difference in a workplace that makes a difference in the lives of hundreds? Want to work in an environment where the mission is lived out? Want to work in a place where employees are appreciated and celebrated? Chaminade College Preparatory may be the place for you! We are looking for an enthusiastic, relationship oriented HR Director for our fast paced/employee friendly environment. Submit your resume (with salary history) to: [akulinski@chaminade.org](mailto:akulinski@chaminade.org). Start date 7/1/15. [More info...](#)

### **Regional Human Resources Manager**

#### **Aircraft Service International Group - Los Angeles, CA**

Aircraft Service International Group (ASIG), one half of the Flight Support Group within BBA Aviation seeks a Regional Human Resources Manager. Preferably based in the greater Los Angeles area, this role exists as a key part of the Regional Leadership Team whose primary purpose is to serve as a true business partner to regional and location-based operators. The RHRM oversees all facets of human resource initiatives and programs at a regional level for our Western operations. [More info...](#)

### **Human Resources Consultant**

#### **Custom Human Resource Solutions - San Fernando Valley, CA**

Custom Human Resource Solutions (CHRS) is a small HR services provider. We serve small to mid-sized businesses in a variety of industries, providing consulting services in all aspects of HR. CHRS is searching for an HR consultant to join our California team, specifically in the Santa Clarita, San Fernando Valley and Los Angeles areas. Assignments range from servicing retainer contracts that require a weekly commitment to small remote projects. Email [info@CHRSOnline.com](mailto:info@CHRSOnline.com). [More info...](#)

### **Senior HR Manager/Strategic Business Partner**

#### **Glumac - Irvine, CA**

Glumac currently seeking a Senior HR Manager/Strategic Business Partner for our company to work out of the Irvine office. In this position you will guide and manage the overall Human Resources services, policies, and programs for the entire company. This position is available in Los Angeles and Irvine with a strong preference for the position to be located in our Irvine office. Job requirements include a Bachelor's degree in HR, a minimum of 10 years related experience, and 3 years in A/E/C. [More info...](#)

## **Jobs Posted 4 March**

### **Human Resources Business Partner**

#### **New Century Health - Brea, CA**

New Century Health is leading transformative change in specialty care management. By combining medical management expertise with a deep understanding of healthcare informatics, physician management and healthcare technology systems development, we generate insights that drive leading

edge and effective innovation. What does this mean to you? It means that when you join us, you will be a key contributor! [More info...](#)

### **Leave of Absence Administrator**

#### **Account Control Technology Inc. - Woodland Hills, CA**

The Leave Administrator is responsible for administering, processing and maintaining the Company's leave policy to include FMLA, LOA, ADAAA, Military Leave, and worker's compensation. This position will provide proactive education, guidance, and training to supervisors and managers regarding the Company's leave policy. This position will also monitor managers and supervisors tracking of leave time. [More info...](#)

### **Human Resources Generalist**

#### **LeRoy Haynes Center - La Verne, CA**

Established in 1946, LeRoy Haynes Center has grown from a small operation serving just a handful of children into one of the largest and most comprehensive non-profit organizations of its kind. Our Center of over 250 employees are dedicated to helping children with special needs relating to emotional development, Autism, Aspergers Disorder, learning disabilities, abuse, neglect and abandonment. Nestled against the San Gabriel Mountains, LeRoy Haynes Center's 21-acre campus. [More info...](#)

### **Human Resources Manager**

#### **HCC Surety Group - Los Angeles, CA**

For the Surety specialty insurance division of HCC with headquarters in Los Angeles, CA this strategic business partner is responsible for designing, planning, and implementing human resources programs and policies which are primarily focused on employee relations, staffing, training, and occasional acquisition integrations. [More info...](#)

### **HR Generalist**

#### **Company Confidential - Santa Maria, CA**

Provide full HR support for fast-paced, growing community health care facilities in Central California area. [More info...](#)

### **HR Recruiter**

#### **Company Confidential - Santa Maria, CA**

Responsible for developing and implementing recruiting and staffing activities to support HR Department. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

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HR Director for L.A. based trade association interested in working with its 2,000 member firms across California, assisting them with the challenges of regulatory compliance and day-to day HR issues; work with firms across the state through seminars, publications, telephone and direct support as well as maintenance of extensive database of HR Resources. Benefits: Substantial Salary; fully paid medical and dental benefits for employee and dependents plus 401(k) plan with generous employer match. [More info...](#)

### **Human Resource Manager**

#### **Sysco - Fremont, CA**

Upgrade your career today with an exciting new opportunity with Sysco Foods in Fremont, CA. We offer competitive pay, bonus potential, 401k matching, stock options and great benefits. [More info...](#)

### **Manager - Training & Talent Management**

#### **TCW - Los Angeles, CA**

Founded in 1971 and based in Los Angeles, TCW manages a broad range of innovative, value-added investment products that strive to enhance and protect clients' wealth. We are seeking an experienced candidate to manage our Training and Talent Management functions. This position will be based in our Downtown LA office and will primarily be responsible for leading TCWs training and development initiatives and will manage projects related to talent management and organizational development. [More info...](#)

### **Payroll Administrator**

#### **G&M Oil Company - Huntington, CA**

A well-established Multi branch retail company with its corporate offices located in Orange County has begun a search for an experienced Payroll Administrator. The Company owns and operates approximately 140 retail gas stations/convenience stores in Southern California with over 700 hourly non-union employees. Directly responsible for administration and processing of payroll for all hourly and salaried employees. [More info...](#)

### **Recruiter**

#### **St. Francis Medical Center / Daughters of Charity - Los Angeles, CA**

St. Vincent Medical Center offers professional growth and educational advancement, as well as excellent benefits that include medical, dental and vision plans, plus generous paid time off, a tax-deferred annuity and a matched contribution retirement plan. For immediate consideration, please contact Annah Karam (213) 500-3301 or email me at [annahkaram@dochs.org](mailto:annahkaram@dochs.org) ([www.stfrancismedicalcenter.org](http://www.stfrancismedicalcenter.org)). Please complete an on-line application at [www.stvincentmedicalcenter.org/careers/job-openings/](http://www.stvincentmedicalcenter.org/careers/job-openings/) . [More info...](#)

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We are currently seeking a Senior Level Human Resources Manager with 10 yrs. of Human Resources Management experience for our Sun Valley, CA location. Must be Bilingual in Spanish. POSITION SUMMARY Effectively plan, direct, and/or coordinate all human resource activities including employee compensation & benefits, recruitment, personnel policies and procedures, training, employee relations, regulatory compliance, workers compensation, Paid Time Off, and employee safety for our operation. [More info...](#)



**Assistant Director of Employer-Employee Relations****Los Angeles Community College District - Los Angeles, CA**

The Los Angeles Community College District invites applications to fill the position of Assistant Director of Employer-Employee Relations. The position, under the direction of the Vice Chancellor of Human Resources, plans, organizes, and directs the day-to-day operations of the Districts Employer-Employee Relations unit. For a full job description and/or to apply visit our website at <https://employment.laccd.edu> Application Deadline: 4 pm, Friday, March 13, 2015. Questions: (213) 891-2129. [More info...](#)

**Chief Human Resources Officer****Foothill Family Service - Pasadena, CA**

Foothill Family Service is dedicated to making a positive difference in clients' lives. We strive for excellence and provide a positive, stimulating work environment for our diverse, enthusiastic and talented staff. Staff members are valued as individuals, are encouraged to grow and develop their skills and are supported by their supervisors and their peers. We support innovation and an entrepreneurial spirit in our approach to achieving our mission. [More info...](#)

**Jobs Posted 18 February****Benefits Specialist****Account Control Technology Inc. - Woodland Hills, CA**

The Benefits Assistant will provide general clerical duties including, but not limited to: answering phone calls, maintaining employee personnel files, benefit spreadsheets, answering benefit-related questions, sorting mail, processing termed employees, assisting the Benefits Manager, as well as other duties as assigned. This position will handle confidential information with the utmost care and will be able to perform tasks independently and with little supervision and occasional guidance... [More info...](#)

**Benefits Analyst****Account Control Technology Inc. - Woodland Hills, CA**

The Benefits Analyst will be a member of the Benefits team responsible for data analysis and reporting. The Benefits Analyst will be responsible for benefits data analytics and providing reports to internal and external customers. The ideal candidate should have a solid grasp on data analytics, performing eligibility audits and reporting, as well as strong mathematical and Excel skills. [More info...](#)

**Human Resources Manager****Synergistic Resources - Anaheim, CA**

Manages all aspects of Human Resources & Safety for an HVAC manufacturing company. [More info...](#)



**Human Resources Director****Designing Benefits - Nipomo, CA**

The Director of Human Resources will report directly to the CEO and is a key member of the Leadership Team. The HR Director will lead strategic initiatives as well as oversee tactical and operational requirements of the HR Department and staff. The role will leverage their HR experience and expertise to develop strategies and process that support the overall business objectives including organizational design, change management, employee relations, talent acquisition and retention. [more info...](#)

**Human Resources Manager****Pacific Grove Hospital - Riverside, CA**

Directly responsible for the overall administration, coordination, and evaluation of the Human Resources function. Duties include formulating policies and procedures for the Human Resources Department and recommending policies and practices to senior management. [More info...](#)

**Human Resources Director****InterMedia Advertising - Woodland Hills, CA**

\$75,000 - \$95,000 DOE. Med/Dental/Vision, family is covered, 401K matching. Primary Duties: Recruiting, Benefits Planning & Administration, Generalist HR Duties. InterMedia Advertising is 100 employees in LA and NYC, Direct Response Advertising Industry [www.intermedia-advertising.com](http://www.intermedia-advertising.com) [More info...](#)

**Leave of Absence Administrator****Account Control Technology Inc. - Woodland Hills, CA**

The Leave Administrator is responsible for administering, processing and maintaining the Company's leave policy to include FMLA, LOA, ADAAA, Military Leave, and worker's compensation. This position will provide proactive education, guidance, and training to supervisors and managers regarding the Company's leave policy. This position will also monitor managers and supervisors tracking of leave time. [More info...](#)

**Human Resources Business Partner****New Century Health - Brea, CA**

New Century Health is leading transformative change in specialty care management. By combining medical management expertise with a deep understanding of healthcare informatics, physician management and healthcare technology systems development, we generate insights that drive leading edge and effective innovation. What does this mean to you? It means that when you join us, you will be a key contributor! [More info...](#)

**Assistant Manager, Total Rewards****Hyundai Motor America - Fountain Valley, CA**

Upgrade your career today with an exciting new opportunity with Hyundai Motor America. We offer competitive pay, bonus potential, 401K matching and comprehensive benefits. We currently have Total Rewards (Compensation & Benefits) Assistant Manager position open in our National Headquarters in Fountain Valley, CA. To learn more, please visit: [www.hyundai.usa.com/careers](http://www.hyundai.usa.com/careers) [more info...](#)

**Human Resources Director****Printing Industries Association of So. CA (PIASC) - Los Angeles, CA**

HR Director for L.A. based trade association interested in working with its 2,000 member firms across California, assisting them with the challenges of regulatory compliance and day-to day HR issues; work with firms across the state through seminars, publications, telephone and direct support as well as maintenance of extensive database of HR Resources. Benefits: Substantial Salary; fully paid medical and dental benefits for employee and dependents plus 401(k) plan with generous employer match [More info...](#)

**HR Generalist****St. Francis Medical Center / Daughters of Charity - Lynwood, CA**

This position supports the daily operations of the Human Resources Department and is responsible for administration of human resource policies, procedures and programs. The HR Generalist carries out responsibilities in the following functional areas: benefits, basic employee relations, employment, organizational and departmental development, performance management, recognition programs and HRIS. Call 213-500-3301 [More info...](#)

**Human Resources Manager****City of Coachella - Coachella, Riverside County, CA**

The City of Coachella is located in Riverside County; is one of the state's fastest growing cities in the State of California. Coachella has approximately 67 full-time employees and a total budget of \$107 million, including an annual operating budget of \$18 million. The City is ideally located on the I-10 Freeway, the primary transportation corridor between Los Angeles and Phoenix. [More info...](#)

**Human Resources Manager****HCC Surety Group - Los Angeles, CA**

For the Surety specialty insurance division of HCC with headquarters in Los Angeles, CA this strategic business partner is responsible for designing, planning, and implementing human resources programs and policies which are primarily focused on employee relations, staffing, training, and occasional acquisition integrations. [More info...](#)

**Human Resource Manager****Sysco - Fremont, CA**

Upgrade your career today with an exciting new opportunity with Sysco Foods in Fremont, CA. We offer competitive pay, bonus potential, 401k matching, stock options and great benefits. [More info...](#)

**Human Resources Generalist****LeRoy Haynes Center - La Verne, CA**

Established in 1946, LeRoy Haynes Center has grown from a small operation serving just a handful of children into one of the largest and most comprehensive non-profit organizations of its kind. Our Center of over 250 employees are dedicated to helping children with special needs relating to emotional development, Autism, Aspergers Disorder, learning disabilities, abuse, neglect and abandonment. Nestled against the San Gabriel Mountains, LeRoy Haynes Center's 21-acre campus.... [More info...](#)

**Payroll Administrator****G&M Oil Company - Huntington, CA**

A well-established Multi branch retail company with its corporate offices located in Orange County has begun a search for an experienced Payroll Administrator. The Company owns and operates approximately 140 retail gas stations/convenience stores in Southern California with over 700 hourly non-union employees. Directly responsible for administration and processing of payroll for all hourly and salaried employees. [More info...](#)

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



HR Jobs

<http://jobs.shrm.org/>

**Director of Human Resources**

Occidental College

Los Angeles, California 90041 United States

01/12/2015

HR Generalist

Occidental College, a vibrant, inclusive, residential, premier liberal arts college is looking for a dynamic, progressive, highly skilled and experienced Human Resources Director to lead our Human Resources team and support our employees and leaders. The Director of Human Resources is responsible f... [More](#)

**Director, National Talent Acquisition**

HealthCare Partners Medical Group

Torrance, California 90505 United States

01/15/2015

Employment/Recruitment

Director, National Talent Acquisition Torrance, CA HEALTHCARE PARTNERS MEDICAL GROUP, a division of DaVita HealthCare Partners, Inc. (DVA: NYSE), is a top-rated Southern-California medical group and is widely recognized for its achievements in clinical excellence and patient satisfaction. Since 1992 ... [More](#)

### **Assistant Vice President for Human Resources & Development**

Otis College of Art and Design  
Los Angeles, California 90045 United States  
01/16/2015

### **HR Generalist**

Otis College of Art and Design Assistant Vice President for Human Resources & Development Human Resources & Development Job Summary: Otis College of Art and Design is accepting applications for a full-time Assistant Vice President for the Human Resources & Development department. The Assist... [More](#)

### **Human Resource Manager**

Cytec Industries Inc.  
Anaheim, California United States  
01/20/2015

#### **Compensation**

Cytec Aerospace Materials produces high-performance, pre-impregnated composites and adhesives, ablatives, carbon-carbon materials for high-temperature applications, high-temperature silicone-based sealants, a variety of specialty thermoplastic materials, and PAN and pitch-based carbon fibers. The co... [More](#)

### **Human Resources / Labor Relations Manager**

Hapag Lloyd America, Inc.  
Long Beach, California United States  
01/20/2015

#### **Benefits**

Skilled in dispute management and resolution, employee relations, jurisdictional arbitration proceedings and more Skilled in procurement and vendor contract administration. Proficient in common office software packages (Excel, Word, and PowerPoint etc.) Skilled in bas... [More](#)

### **Senior HR Manager**

Adventist Health Physicians Services  
Los Angeles, California 90039 United States  
01/20/2015

#### **Benefits**

About Adventist Health Founded on Seventh-day Adventist health values, Adventist Health is a faith-based, not-for-profit, integrated health care delivery system headquartered in Roseville, California. We provide compassionate care in communities throughout California, Hawaii, Oregon and Washington.... [More](#)

### **Health System Recruiter**

UCLA Health  
Los Angeles, California 90095 United States  
01/21/2015

#### **Employment/Recruitment**

Advance your career. Move us forward. At UCLA Health, our success is measured by the quality of the patient experience. When you join our team, you'll play a vital role in moving our organization forward and maintaining our rep... [More](#)

### **Group Health Benefits Manager**

Bowermaster and Associates  
Cypress, California 90630 United States  
01/21/2015  
Benefits

Bowermaster and Associates, a full-service firm located in Cypress, CA is seeking a motivated Group Health Benefits Manager with exceptional leadership and health insurance skills. KEY FUNCTION AND RESPONSIBILITIES: Qualified candidates will possess extensive presentation and/or sales strategy... [More](#)

### **Human Resources Manager**

Alliance Spacesystems, LLC.  
Los Alamitos, CA, California 90720 United States  
01/21/2015

Benefits

Duties and Responsibilities: Recruiting and Staffing: maintain full-cycle recruiting efforts and process all hires and terminations, including conducting new hire orientation and exit interviews. Training and Development: coordinate training initiatives to support business goals and encourage co... [More](#)

### **Employee Benefits Specialist**

City of Santa Monica  
Santa Monica, California 90401 United States  
01/22/2015

Benefits

The City of Santa Monica is actively seeking candidates for Employee Benefits Specialist. To view all the opportunities, please visit the posting on our website at [www.smgov.net/hr](http://www.smgov.net/hr). [More](#)

### **HRIS Director**

The Aerospace Corporation  
El Segundo, California 90245 United States  
01/26/2015

Communications

The Aerospace Corporation has provided independent technical and scientific research, development, and advisory services to national security space programs since 1960. We operate a federally funded research and development center (FFRDC) for the United States Air Force and the National Reconnaissan... [More](#)

### **Training Specialist**

Transamerican Auto Parts  
Compton, California 90220 United States  
01/26/2015

Training/Development

Click With Us to a New Career Path! Are you an experienced trainer who's ready for the next step-up in your career??? If so, we're growing again, and looking for an exceptional person, who can bring an immediate, positive impact to the HR Team at our Corporate Headquarters in the Carson/Compton... [More](#)

### **Talent Acquisition/Staffing Manager**

Transamerican Auto Parts  
Compton, California 90220 United States  
01/26/2015

Employment/Recruitment

Click With Us To A New Career Path! Are you a top-notch talent acquisition specialist who's ready for the next step-up in your career??? If so, we're growing again, and looking for an exceptional person, who can bring an immediate, positive impact to the HR Team at our... [More](#)

### **Manager, Benefits & Compensation**

Beachbody, LLC

Santa Monica, California 90404 United States

01/26/2015

Benefits

Overview: Beachbody creates the nation's most popular in-home fitness and weight loss products, including P90X®, Insanity®, FOCUS T25®, and Shakeology®. As a \$1 billion company, we're revolutionizing the future of fitness with best-in-class products that get real results. And we need partners to... [More](#)

### **HR Generalist**

Gateways Hospital & Mental Health Center

Los Angeles, California 90026 United States

01/26/2015

Benefits

HR GENERALIST Key Responsibilities: Conducts confidential/sensitive investigations, then writes a report about finding and makes pertinent recommendation(s) to HR Director about next steps. Updates employee handbook whenever necessary. Conducts exit interviews for all offices; ensuring time... [More](#)

## **Linked In Postings**

**March  
15th**



### **Senior Manager Human Resources**

AECOM

Greater Los Angeles Area

[View job](#) ▶



### **Vice President Human Resources**

The Lewis Group of Companies

Greater Los Angeles Area

[View job](#) ▶



### **Human Resources Consultant**

BBSI

Greater Los Angeles Area

[View job](#) ▶



### **Regional Human Resources Generalist**

WAXIE Sanitary Supply

Greater Los Angeles Area

[View job](#) ▶



Manager, Human Resources  
KPMG US  
Greater Los Angeles Area

[View job](#) ▶



Employee Relations Consultant (Req. 21647)  
UCLA  
Greater Los Angeles Area

[View job](#) ▶



Director of Human Resources  
Marriott International  
Greater Los Angeles Area

[View job](#) ▶



Human Resources Business Partner  
WorleyParsons  
Greater Los Angeles Area

[View job](#) ▶



Human Resources Manager  
Princess Cruises  
Greater Los Angeles Area

[View job](#) ▶



Senior Human Resources Business Partner  
L.A. Care Health Plan  
Greater Los Angeles Area

[View job](#) ▶

**March  
8th**



Human Resources Manager  
Steele Solutions, Inc  
Greater Milwaukee Area

[View job](#) ▶

Sponsored



Senior Manager Human Resources  
AECOM  
Greater Los Angeles Area

[View job](#) ▶



Human Resources Consultant  
BBSI  
Greater Los Angeles Area

[View job](#) ▶



Chief People Officer  
Education Management Systems, EMS  
Greater Los Angeles Area

[View job](#) ▶



Manager, Human Resources  
KPMG US  
Greater Los Angeles Area

[View job](#) ▶



Regional Human Resources Generalist  
WAXIE Sanitary Supply  
Greater Los Angeles Area

[View job](#) ▶



HR Director, Talent Management  
RAND Corporation  
Greater Los Angeles Area

[View job](#) ▶



Human Resources Manager  
Princess Cruises  
Greater Los Angeles Area

[View job](#) ▶



HR Manager  
Keslow Camera, Inc.  
Greater Los Angeles Area

[View job](#) ▶





HR Manager  
PHENOMENON  
Greater Los Angeles Area

[View job](#) ▶



Director of Leadership Development  
California State University, Chancellor's Office  
Greater Los Angeles Area

[View job](#) ▶

**March**  
**1st**

**V2 :**

Media Cloud Consultant  
V2  
Greater New York City Area

[View job](#) ▶



Human Resources Consultant  
BBSI  
Greater Los Angeles Area

[View job](#) ▶



Chief People Officer  
Education Management Systems, EMS  
Greater Los Angeles Area

[View job](#) ▶



Vice President, Total Rewards - Global  
Confidential Retained Search - Saenger Associates  
Greater Los Angeles Area

[View job](#) ▶



Manager, Human Resources  
KPMG US  
Greater Los Angeles Area

[View job](#) ▶



Senior Employee Relations Specialist and Business Partner

University of Southern California  
Greater Los Angeles Area

[View job](#)



Director of Human Resources

St Johns Regional Medical Center  
Greater Los Angeles Area

[View job](#)



Human Resources Business Partner

Ready Pac Foods, Inc.  
Greater Los Angeles Area

[View job](#)



HR Manager

Talent Partners  
Greater Los Angeles Area

[View job](#)



Talent Acquisition & Development Manager

Yoh, A Day & Zimmermann Company  
Greater Los Angeles Area

[View job](#)



College Director

ITT Educational Services, Inc.  
Greater Los Angeles Area

[View job](#)

February  
22<sup>nd</sup>



Human Resources Advisor

Landscape Structures  
Greater Minneapolis-St. Paul Area

[View job](#)

Sponsored



Human Resources Consultant  
BBSI  
Greater Los Angeles Area

[View job](#) ▶



Human Resources Manager  
Alert Communications  
Greater Los Angeles Area

[View job](#) ▶



Management Professor  
Woodbury University  
Greater Los Angeles Area

[View job](#) ▶



College Director  
ITT Educational Services, Inc.  
Greater Los Angeles Area

[View job](#) ▶



Human Resources Business Partner  
Altisource Labs  
Greater Los Angeles Area

[View job](#) ▶



Director of Student Services  
Universal Technical Institute  
Greater Los Angeles Area

[View job](#) ▶



Talent Acquisition & Development Manager  
Yoh, A Day & Zimmermann Company  
Greater Los Angeles Area

[View job](#) ▶



Director of Human Resources  
Ergobaby  
Greater Los Angeles Area

[View job](#) ▶



Human Resources Manager Senior (99109)  
Anthem, Inc.  
Greater Los Angeles Area

[View job](#) ▶



Human Resource Manager - Transportation/Logistics -  
(11 Western States)  
Penske Logistics  
Greater Los Angeles Area

[View](#)  
[job](#) ▶

### CB & ASSOCIATES INC.

CB and Associates frequently has local opportunities:

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

#### HR Manager

##### Overview

Global Manufacturer in the CPG Industry seeks an HR Manager for their West Coast location. In this role, you will formulate partnerships with stakeholders and client groups to deliver value added service to management and employees that reflect the business objectives of the organization, maintaining an effective level of business literacy about the business, its culture and its competition and will act as an employee champion and change agent, assessing and anticipating HR related needs, proactively communicating within the HR department and business management seeking to develop integrated solutions.

##### Key Responsibilities:

- Recruitment of employees through various recruitment methods (including writing job specs/advertisements)
- Designs and applies change management and organizational development strategies, influences and assists organizational change initiatives in support of business strategies
- Ensure HR processes and practices at all facilities within assigned region are in compliance with federal, state and local regulatory requirements
- Implement programs to ensure employees at all levels of the organization understand their roles and responsibilities with respect to compliance initiatives
- Working with team to deliver training and development strategy for the year
- Training courses – advise managers on appropriate courses, source trainers and evaluate process
- Provide guidance and input on business unit restructures, workforce planning and succession planning
- Deliver training to management team in line with the business strategy
- Designs and applies change management and organizational development strategies, influences and assists organizational change initiatives in support of business strategies
- Provide day-to-day performance management guidance to management (coaching, counseling, career development, disciplinary actions)

- Work closely with management and employees to improve work relationships, build morale, increase productivity and retention.
- Organize and manage the annual performance review process
- Assist with salary benchmarking analysis
- Handle disciplinary procedures and guide managers with regards to disciplinary issues
- Handle employee grievances, conducting investigations where necessary
- Develop and maintain good relationships with employees at all levels
- Support managers in the cost-effective management of the workforce
- Provide a framework for effective company/employee communications and manage that process
- Advise managers and assist with employee relations' issues
- Develop HR policies aimed at improving business performance and developing a proactive, can-do culture across the business
- Ensure the business is compliant with employment laws
- Maintain in-depth knowledge of legal requirement related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partner with legal as needed/required
- Ability to develop clear, actionable steps from overall strategy & complete projects meeting deadline/budget
- Production of regular reports and guidance to managers
- Prepare ad hoc reports as required
- Review and update company handbook in line with legislation and good practice
- Manage specific projects as determined in the annual HR operational plan as well as participate in functional and cross-functional initiatives
- Maintain active involvement in the HR community through networking, continuing education/certification, and leadership roles in professional associations
- Excellent communication skills, verbal and written
- Ability to engage, inspire, influence people

## Requirements

- Bachelor's Degree or equivalent in Business, Human Resources Management or related discipline with a minimum of 5 years' experience in HR Management role
- Working knowledge of multiple HR disciplines including: EEO compliance, organizational design, employee relations, diversity, performance management and federal and state respective employment laws, talent management, on boarding and employee retention.
- Proficient with HRIS systems and software programs, Microsoft Office Suite and other appropriate software
- Ability to operate in a fast-paced organization and able to manage multiple projects simultaneously
- Ability to interface with all levels of management
- Able to work under pressure and manage time and resources effectively – managing multiple priorities
- Analytical ability to interpret data
- Strong interpersonal skills – develop strong relationships in order to gain support and achieve results
- Self-directed

Reports to: Director of HR | Salary: \$85-95,000 plus 15% bonus.

Cindy Belicka, CB & Associates Inc., Executive Search  
310-374-2856 phone | 509-694-5981 fax  
[cbelicka@aol.com](mailto:cbelicka@aol.com) email or [www.cbrecruiters.com](http://www.cbrecruiters.com)  
<http://www.linkedin.com/pub/cindy-belicka/0/b68/57>

A well-known social media agency in West Hollywood is searching for an incredible **Independent Contractor** to focus on the quotidian operations within our HR Department. This person must be proficient in HR systems, Benefits Administration, On-Boarding, and Payroll Management. Familiarity with Ultimate Software or UltiPro would be a plus. This contractor will work side-by-side with the Senior Director, HR and be his right man for the next few months. This role could be as short-term as 3 months, but could last up to 6 months, or even perhaps transition into permanency. Would prefer 25-30 hours per week to start, but hours can be flexible.

Please refer amazing candidates to me as we need to get this individual up and running ASAP.

Please have your contacts or persons interested send their brief cover letters and resumes to  
[hr@theaudience.com](mailto:hr@theaudience.com).

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#### **HR Manager for a 6 month temporary contract**

A West LA visual effects company is in need of a temporary Human Resources Manager for about 6 months to cover for a maternity leave. In this role you will be supporting the office of 170 people and working alongside the HR Coordinator and will also be able to correspond with your counterpart in New York. Your main duties will be heavy Employee Relations, managing the visas/green cards, reviewing payroll and checking for errors along with some data entry. If you have any experience reviewing payroll in ADP that would be a plus, but not a must. Looking for someone with at least 5-7+ years in Human Resources with at least 2 years in an HR Manager role. **Must have experience working in a creative type of environment.**

If you are interested in this role please call OfficeTeam at 310-209-6811  
and reference job# 00321-011170 and also apply online at [www.officeteam.com](http://www.officeteam.com)

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#### **Direct Hire HR Manager role – must have retail or restaurant experience**

A growing Wine and Spirit company is looking for a Human Resources Director. This company has grown very quickly over the last year, and this is a newly created position. The company has around 200 employees total, with 100 employees in their New York and New Jersey offices combined. The Human Resources Director will have 3+ years of experience as a Human Resources Director/Manager or Generalist. The ideal Human Resources Director must have experience in the retail or restaurant industry, and working in a fast-paced environment. The Human Resources Director will work with Senior Executives to implement and direct all Human Resource programs for all of the company's entities. The Human Resources Director will oversee all training and development, on boarding and off boarding, benefits administration, PTO management, employee relations and payroll processes using ADP. The salary range for this position is 70-80k, DOE. This is a direct-hire role.

If you are interested in this role please call OfficeTeam at 310-209-6811  
and reference job# 00320-160301 and also apply online at [www.officeteam.com](http://www.officeteam.com)

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#### **University of California, Berkeley Payroll Specialist - CSS (4722C) #18512**

<https://www.ziprecruiter.com/jobs/uc-berkeley-e96b54b8/payroll-specialist-css-4722c-18512-6e3b89c5>

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#### **University of California, Berkeley Payroll Analyst 2 (6943U) #18593:**

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**Senior Payroll Manager** to \$115K + 10% bonus Los Angeles Metro location

**Key:** The successful candidate must be able to independently handle all accounting transactions for payroll and benefits, and do analysis. This is not a processing oriented job. The candidates must have significant "hands-on" payroll accounting expertise and experience. Approximate payroll for 350+ employees. This is an in-house function. Successful candidate will have current Accounting Manager or Payroll Manager title.

**Client seeking a professional degreed accountant with significant payroll experience. The client is considering a current Accounting Manager or Payroll Manager with strong general accounting experience and GAAP compliant standards.**

**Responsibilities** to include but not limited to the following: Create all GAAP compliant journal entries for actual payroll, OT, vacation accruals, other paid time off, fringe benefits, monthly and annual bonus accruals, etc.

Perform detailed financial analysis for fringe true-up, labor stats (including departmental labor variances), vacation taken, hourly vs salaried trends, 401k matching expenses, supervise remote subordinate.

**Qualification:** several years' relevant experience, mandatory undergraduate degree preferably in accounting, or other business degree. Multi-state related issues. Strong systems. Excellent communications. Enthusiastic and passionate about their career and strong interpersonal skills.

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

For immediate response please send resumes to the above email address.

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**Director, Human Resources** in the Greater Los Angeles area

The executive recruiting consulting firm of Saenger Associates has been exclusively retained to search for a Director Human Resources. Our client, a rapidly growing company in the services sector, has nearly 1,000 employees in multiple locations in LA and OC. Exceeding customer expectation through excellent product and service is how our client has done business since inception. Our privately-held entrepreneurial client is growing profitably by adding customers, employees and locations.

**DESCRIPTION**

Reporting to the CEO, the Director Human Resources will be a member of the executive team, and provide both strategic and hands-on business support to the company. The Director Human Resources must be a business person first. You will be responsible for recruiting, on-boarding, employee relations, succession planning, compliance, performance management systems, workers' compensation, training, and team-building. A true "roll up the sleeves" professional, the Director Human Resources will be responsible for bringing innovative ideas to Human Resources and ROI to the company. In a fast paced and demanding environment, the individual in this role must perform strategically while acting quickly on his / her feet.

**REQUIREMENTS**

- Strategic and hands-on working manager possessing strong business acumen, with at least 10+ years of generalist human resources experience
  - Previously operated as the top human resources executive in a company
  - Prefer both big and small company experience.
  - Experience providing HR leadership for 1000 employees or more across multiple locations.
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- Thorough knowledge of federal and state employment laws and regulations, and employee relations; demonstrated experience managing safety and workers' compensation plans; ability to craft employee training and development programs; experience managing full cycle recruiting, on-boarding and new employee orientation
  - Industry experience in retail, hospitality and / or food
  - Must have the ability to develop rapport and credibility with a diverse, multi-cultural employee population. Spanish speaking a plus.
  - Demonstrated track record in the implementation of strategies, processes and procedures, positioning a company for long term growth and prosperity
  - Bachelor's degree required; PHR/SPHR certification

## COMPENSATION

This position offers a competitive compensation and benefits package.

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

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The Wellington Group is seeking a **Global Compensation, Benefits and Total Rewards Leader** for a client located in the Schaumburg, IL area. If you are well versed in supporting Associates within the European Union and are looking for a fabulous new opportunity.

Contact Celeste Mondo: [celeste@wellingtongroupinc.com](mailto:celeste@wellingtongroupinc.com)

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A Fortune 100 industry leader is looking for seasoned **Technical Recruiters** to join their on-site recruiting team. Looking for recruiters who understand various technology platforms and their complementary tools/languages; and how to source and close the best candidates who utilize those toolsets.

Looking for hunters, who will pursue top-end passive talent. The company has exceptional brand equity, and works with a heterogeneous technology base. The rate is DOE. Location can be in Pasadena area or Orange County, CA

If interested, please email  
John Zelasko  
Strategic Resource Partners, Inc.  
[john@strategicrp.com](mailto:john@strategicrp.com)

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As we gear up for another big year at Facebook, we're constantly looking for top performers to join us in our mission to make the world more open and connected. That being said, we currently have **Contract Recruiter and Sourcer Opportunities** available. Should you be interested and meet the basic qualifications please email [rhopper@fb.com](mailto:rhopper@fb.com)

## Basic Qualifications:

- 4+ years technical recruiting for an in-house recruiting team.
- Experience sourcing SW Engineers.
- Knowledge of programming languages, web technologies, software development process and emerging technologies.

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**Benefits Director** in Downtown LA

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You will be responsible for the design, documentation, compliance, administration, financial management, and funding of all benefit plans including 401(k), medical, dental, vision, life insurance, long and short-term disability insurance, flexible spending accounts, and employee assistance plan.

**RESPONSIBILITIES:**

- Ensure that plans operate appropriately and in compliance legal regulations.
- Ensures that 401(k) plan is operated properly per IRS and DOL regulations regarding timing of deposits, documentation, annual audit, Form 5500 filing, and notices to participants.
- Work with vendor, outside ERISA counsel, investment performance advisor and independent auditor.
- Work with brokers to ensure the plans are made possible within budget constraints, negotiate contracts, including renewal premiums/administrative fees.
- Ensure that plans are continuously monitored for compliance with new legal requirements/regulations.
- Ensure that employees' questions/issues are answered or resolved in a timely manner, including general questions on plan design and operation as well as claim dispute resolution.
- Oversee overall communications to employees, including mailings, emails, and intranet postings.

**REQUIREMENTS:**

- Bachelor of Arts/Sciences Degree in a related field required.
- 10+ years' minimum related experience, including supervisory/management experience.
- Ability to multi-task and work in a fast-paced environment with constantly changing priorities.
- Ability to work with confidential and highly sensitive personal information; maintain compliance with governmental regulations including HIPPA, COBRA, and ERISA.
- Strong Microsoft Office Product skills (Excel, Word, Outlook).
- Strong vendor management experience.
- Excellent problem solving, influencing and analytical skills.
- Experience managing an online benefits management system.
- Proven track record in a leadership role with demonstrated ability to manage and develop other professionals.
- Certified Benefits Professional (CBP) Certification is a plus.

Please contact Alicia Kirson at [akirson@toptalentcorp.com](mailto:akirson@toptalentcorp.com) or 310-402-7672.

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HR Consultant (experienced Manager) Contract (estimated 3-4 months) in Beverly Hills / West Los Angeles  
Wage Range: DOE, W2 hourly + benefit eligibility Type of business: Multi-industry: (entertainment, real estate)

**Brief Description:**

Experis HR Consultant will be assisting us in two ways: partnering with the Director of Risk Management with workers' comp and GL work (claims/renewals), vendor management, liaison with broker, background checks for new hires and internal promotions/transfers, providing hands on tactical support for benefits administration, HRIS and other areas within HR, as well as, helping us to look strategically at how we are operating and where we might be able to restructure, outsource, gain greater efficiencies and developmental opportunities through further leveraging HR/Payroll synergies

Contact: [Carolyn.hedgepeth@experis.com](mailto:Carolyn.hedgepeth@experis.com) (805) 822-8086 cell or (949) 862-6114 office

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Our client is in the Healthcare space near Brentwood, specifically, they run clinics that offer skin care services. They are seeking their first **HR Professional** as they continue to rapidly grow past 150

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employees. The position reports to and will work closely with the COO. As this company has expanded so quickly, they are behind in terms of proper processes and procedures and they need someone with a start-up mentality who can do a lot of hands-on heavy lifting to get them up to speed. The successful candidate will have experience in multi-location healthcare. They need a \$100k candidate on their \$80k budget, but are willing to give generous raises and bonuses to compensate over time. Ideally, this position grows into a VP level position within 2-3 years. Paul Costa, CPC, President

Direct Hire Associates, LLC  
15250 Ventura Blvd., Suite 1111  
Sherman Oaks, CA 91403  
Office (818) 817-7717 or Mobile (818) 486-9520  
[www.DirectHireAssociates.com](http://www.DirectHireAssociates.com) | <http://www.linkedin.com/in/paulcostadha>

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Private Equity firm based out of Santa Monica, CA is looking for a Human Resources Generalist to join their growing team. This is a great opportunity for the right person as there is a lot of room to grow and a great leadership to learn from. This role will report directly to the VP of Human Resources and will be exposed to all aspects of Human Resources and **must have payroll experience**.

Qualifications:

- 2-5 years of Human Resources experience, preferably with in professional services.
- 1-3 years of payroll experience.
- Bachelor's degree.
- Ability to work independently in a fast-paced environment.

Please email me your resume or any questions if you are interested.

Bethany Schwab  
(818) 397-1189  
[bschwab@toptalentcorp.com](mailto:bschwab@toptalentcorp.com)

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**Contract Biotech Senior Sales Recruiter - Thermo Fisher Scientific - Carlsbad or Virtual (Near San Diego)**

**Recruiter Roles & Responsibilities:**

We are seeking a highly motivated, enthusiastic individual to assume the role of Contract Biotech Senior Sales Recruiter. Under general supervision, conducts recruiting efforts for a broad range of scientific, professional and managerial sales, service & marketing positions with a goal of facilitating the right hire in a timely manner, at the lowest possible cost. Working within established processes and guidelines meets with hiring managers and HR to develop appropriate short and long-range hiring strategies. This includes ensuring accurate requisitions and job descriptions as well as locating candidates from a multitude of sources. Utilizing the tools provided by Staffing, conducts direct sourcing and internet searching, coordinates advertising, and coordinates internal applicant flow. Screens resumes and conducts preliminary interviews as required. Manages interview scheduling, collection of timely feedback, and facilitates hiring decisions including conducting de-briefing sessions, conducting reference checks, and coordinating offer letters by working with management and HR to develop an attractive offer package. Maintains required candidate information within the technology system to adhere to the OFCCP compliance. Prepares weekly reports of recruiting activities. Tracks statistics such as time-to-hire and expenses in order to identify the most effective practices.

**Requirements:**

- 8-10 years of full life cycle recruiting preferably in the biotech/life science industry.
  - Must have strong experience filling very technical sales & marketing roles absolutely no exceptions!
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- Ability to carry a requisition load of approximately 25 positions – most of the requisition load will need extensive sourcing!
  - Kenexa/Brassring or other Talent Management Experience highly preferred.
  - Intermediate level experience Outlook, Word & Excel.
  - Behavioral interviewing experience

Duration:

Long term contract role (6-10 months) with the possibility of going full time if the individual is the right match.

If you meet the requirements please send resume and cover letter to: [Elisa.Bridwell@thermofisher.com](mailto:Elisa.Bridwell@thermofisher.com)

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## **I Am AccentCare...**

As a **HR Business Partner** you will:

- Provide advice and counsel to managers and employees on all performance related issues, including identifying key talent, succession planning, recognition and rewards, attendance/performance issues, performance improvement, and terminations.
  - Provide insightful reports and analysis of essential HR data to line management. Recommends programs and/or enhancements as necessary.
  - Build strong relationships with Business unit leaders and managers.
  - Serve as a change agent for the Company and Business unit to assist in exceeding goals and objectives.
  - Support organizational effectiveness through proper alignment of people, processes, structure, and culture with Business strategies.
  - Ensure the people-perspective is represented in Business decisions so implications are understood and the workforce is proactively managed.
  - Support the facilitation and participation in performance management processes including; performance calibrations, etc.
  - Assess the impact of Business decisions on workforce and provides solutions to optimize opportunities and mitigate any downsides.
  - Monitor and influences clients' participation and compliance with HR policies/processes and utilization of tools (MSS, ESS, ATS, Centers of Excellence Partners, etc.)
  - Ensure consistent interpretation and administration of company policies and procedures, practices and principles relating to employee relations and risk management; counsels and advises management and recommends approaches to resolve problems.
  - Ensure appropriate execution of company compensation and benefits activities to achieve consistent application of such systems and advises management on plans and strategies necessary to maintain system integrity.
  - Coordinate periodic audit of all Human Resource activities to determine consistency of employee practice administration and assist management in developing improvement strategies.
  - Provide primary leadership for execution of company organizational development initiatives and coordinates such activities with appropriate management to acquire buy-in and support for local activities.
  - Advise and counsel management on the application of Federal and State labor and employment laws to insure compliance, and coordinates such activities with appropriate corporate staff.
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- Serve as the advocate or champion for people issues across the company.
  - Proactively oversee the development, implementation and administration of programs for the advancement of diversity throughout the Business and compliance to all federal, state and local employment legislation.
  - Stay deeply connected to the pulse of the organization via frequent employee “touch point” meetings such as roundtables, facility visits, time on the floor, etc.
  - Assure compliance with and utilization of safety and risk management protocol.

#### Requirements of Qualified Candidates

- Bachelor's degree (required); candidates with a Master's degree in Human Resources, Industrial Relations, Psychology, or Business Administration strongly preferred
- At least 5 years HR and OD experience or a combination of both in generalist, Business Partner and/or management roles with a solid track record for delivering results
- Preferred candidates will have experience in all HR functional areas, a strong emphasis in organizational effectiveness and leadership development
- Preferred candidates will have previous experience in a healthcare setting and/or a consultative selling organization
- Demonstrated success serving Business clients, and experience in developing and implementing change initiatives
- Demonstrated experience serving in both strategic and operational roles
- Up to 50% travel required

#### Join Our Team

AccentCare Company is committed to excellence in the delivery of in-home patient care services. AccentCare has over 20,000 dedicated employees in 110 locations nationwide, and is one of the leading home healthcare service providers. Come be a part of an exciting organization that rewards and recognizes its team members for excellent service, offering quarterly performance awards and annual monetary prizes. With access to cutting edge technology and on-going training programs, we equip our staff with the tools and resources they need to concentrate on our patients and not on paperwork.

#### What We Expect From Our Team

- I am Patient Focused. It is rewarding and empowering to know that what I do truly makes a difference in the lives of my patients and their families.
- I am Service Oriented. Each day, I aim for excellence in everything I do, including caring for my patients and working collaboratively with my team members. I know I have an extraordinary purpose, and I am able to fully participate not only in my life, but also in the lives of others.
- I am Compassionate. I strive to meet the needs of my patients and their families in the most caring and compassionate manner.

**I Am AccentCare...Are You?**

**APPLY NOW!**

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

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Health Net, Inc. has an immediate opening for a temporary **Senior OE Consultant** in Woodland Hills.

Primary responsibilities include progressive discipline, employee relations and investigations.

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For more information, visit [www.careersathealthnet.com](http://www.careersathealthnet.com)

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## **HR Analyst Senior Admin**

### **Why Cetera Financial Group?**

Are you energized by the opportunity to 'Challenge the Status Quo?' Do you possess an entrepreneurial spirit? This may be the perfect opportunity for you! Cetera Financial Group is seeking a HR Analyst / Senior Admin who can thrive in a fast-paced professional environment.

Cetera Financial Group is one of the nation's largest privately-held, independent broker-dealer and investment adviser family of firms. Cetera is committed to providing world-class service to its customers, clients and employees. To learn more about our family of firms, please visit us at <http://www.cetera.com/>.

### **Position Description**

This position will reside within the company's El Segundo-based Human Resources organization and report directly to the Chief HR Officer (CHRO). The right candidate will be excited to come in and support the CHRO and other members of the HR team, learn HR, grow and be mentored by the senior HR leadership team. A candidate with analyst-level capabilities who is willing to roll up their sleeves in administrative support can grow into another role in HR within 18 months to 3 years.

The HR Analyst/Sr Admin will support the day to day work of the CHRO, including managing his calendar and completing travel arrangements, expense reports, HR reports, presentations and other collateral as requested. Additionally, S/he will coordinate events and off-sites and prepare materials for leadership meetings. S/he must thrive in a fast-paced environment and exhibit the highest personal and professional standards of integrity, ethics, and confidentiality.

### **Principle Responsibilities/Duties/Functions/Tasks**

- Manage CHRO and other senior HR leaders' calendars, travel and schedules
- Create agendas, meeting minutes and manager follow-up actions
- Create high quality reports, presentations, spreadsheets and other documents and assemble materials for meetings and training sessions
- Answer questions, screen and reroute calls when appropriate
- Support C-level and HR candidates during the interviewing process
- Support the HR budget, including processing invoices and expense reports, ordering supplies, preparing check requests and overseeing department time management
- Coordinate offsite events, including securing space, catering, materials and activities
- Maintain and update organizational charts
- Support the administration of various HR programs including, but not limited to, open enrollment, performance management, new hire onboarding and employee engagement
- Manage HR vendors
- Other duties as assigned

### **What are the minimum requirements of this role?**

- 0-4 years of professional experience
- Strong desire to work in HR
- Proficient to expert knowledge of Excel, PowerPoint and HR systems
- High level of discretion, confidentiality and diplomacy

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- Ability to work with C-level executives including the CEO
  - Strong verbal and written communication skills, including superior editing and proofreading
  - Desired: Undergrad or graduate degree in Human Resources

**What are the knowledge and skills preferred to be successful in this role?**

- Takes initiative to identify and solve problems
- High level of professionalism
- Flexible and open to change
- Excellent attention to detail
- Team player- ability to build effective relationships, partner with other associates and support HR team members

**Cetera Financial Group**

200 N. Sepulveda Blvd. Suite 1200, El Segundo, CA 90245

Tel: 310-257-4863

[Kim.Bijou@cetera.com](mailto:Kim.Bijou@cetera.com) | [www.cetera.com](http://www.cetera.com)

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My name is David Scarborough. I am a recruiting Vice President with Judge, Inc. I was hoping to network with you to see if you or someone you know will be a match for the **Human Resources Manager Designate** position. Here are the basics of the position:

Company: National Distributor- distribution centers "coast to coast"

Location: National search

Position: Human Resources Manager- Designate (Two positions open nationally)

Salary : \$60,000-\$65,000 +incentive bonus

\*\*\*Relocation Assistance available\*\*\*

**Qualifications:**

- Education: BS/BA Degree required
- Generalist experience - leadership - training- safety- government reporting-staffing/recruiting
- policy implementation-wage and salary- benefit administration- non-union / associate relations
- Experience in distribution -warehouse - transportation with company drivers a plus
- Human Resources Department management experience
- This is a designate position—Candidates **MUST** be open to training in a regional distribution center and open to national relocation without geographic restriction after training for permanent assignment. This could require two moves!

If you or someone you know is interested, please send an updated résumé and salary to:

David Scarborough, Vice President

(682) 518-8142 Direct Line | (800) 986-0143 Direct -Toll Free | (817) 453-1846 fax

[dscarborough@judge.com](mailto:dscarborough@judge.com) | [www.judge.com](http://www.judge.com)

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**Payroll Administrator**

Entertainment Company is seeking an experienced Payroll Administrator to manage the full-cycle payroll functions. Working with the Human Resources and Accounting team, the incumbent will process bi-weekly payroll and manage all changes, reporting, reconciliations and audits.



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## Responsibilities

- Prepare and coordinate bi-weekly multi-state payroll for 8 entities/600 employees.
- Reconcile payroll data to the general ledger and act as liaison with accounting department
- Payroll journal entries (i.e. wages allocation by cost department, 401k, workers compensation, benefits)
- Ensure compliance with all applicable state and federal wage and hour laws as well as tax filings and proper deductions
- Process benefit deposits for FSA and 401k
- Process wage garnishments, employment verifications and collaborate with state agencies such as EDD for reporting accurate and timely information and responding to claims
- Ensure vacation and sick time is tracked accurately through payroll
- Handle audits, reconciliations and reporting as needed
- Assist with ongoing set up, testing and maintenance of the payroll and HRIS system
- Interact with employees at all levels, especially in handling employee inquiries regarding payroll and paid time off
- Additional duties, as assigned

## Qualifications

- General Accounting & Human Resources or a related field preferred
- 3+ years' experience processing multi-state payroll for multiple entities
- Keen attention to detail, process execution and follow-through with excellent organization skills
- Excellent oral and written communication skills with the ability to confidently and accurately interact with all employees
- Restaurant payroll experience preferred
- Experience with Paylocity payroll software preferred
- Experience with Microsoft Access preferred

Elizabeth Charles at [echarles@vaco.com](mailto:echarles@vaco.com)

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## HR/Payroll Administrator

Exciting company is looking for an HR Administrator to join their team in Los Angeles. The HR Administrator is responsible for providing tactical, hands-on HR support to two internal brands. They will serve as a first-responder to HR issues that may need to be escalated to the Division Head of HR or Shared Services Manager. The HR Administrator will assist with recruiting, and resume screening, respond to basic employee relations questions, work with managers to prepare for and support employee relations meetings, support compensation research and updating, ensure that policy communications and basic training including on-boarding are delivered timely, handle all payroll and benefits administration, track and administer leaves, and serve as a partner to the Head of HR on projects as assigned. In addition, they may take on special projects that are business-specific through close partnership and collaboration with the business's leaders and the appropriate Head of HR.

## Responsibilities:

- Respond to managers and employees alike regarding policies, procedures, and processes. Serves as a first-responder on employee relations questions, and escalates substantial employee relations, performance management, or potentially litigious questions to the appropriate Head of HR.
  - Provide recruiting support to businesses for all band 6 and as-assigned band 5 jobs. Supports the creation of job postings with managers, and posts to appropriate venues. Monitors responses to postings and adjusts postings or seeks senior level support if responses and candidate pools are anemic. Supports senior managers as-needed with other recruitment.
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- Work directly with hiring managers to screen applicants and provides candidate management services including scheduling interviews, conducting references, and communicating with candidates directly.
  - Partner with Head of HR on annual employment processes such as PDRs, OMRs, Voice, etc. to ensure that processes are managed timely, and thoroughly. May provide first-response guidance to managers and employees alike on these systems and processes.
  - Conduct employee on-boarding including communicating relevant information about the TUI Group, the individual business, and the details of employment including individual company policies, procedures, and benefits.
  - Provide all HR administrative management to businesses including payroll and sales commission processing using ADP. Assists finance with all payroll and benefits information for monthly close to insure that all payroll, commissions, taxes, and benefits are recorded properly. Coordinates payroll efforts with Shared Services to ensure that payroll administration and management meets Shared Services requirements and best practices.
  - Handle all HR related documentation and administration including benefits enrollment, tax and 401k changes, etc. Ensures that related files are secure, and appropriately maintained.
  - Track all leaves, and ensures that employees and businesses alike create, and archive leave documentation as required.
  - Ensure that all personnel files are managed within guidelines, that filing is up-to-date, and that files are maintained securely.

#### **Qualifications**

- Requires three or more years of directly applicable human resources experience including employee relations, recruitment, small-group training, and general HR administration.
- Experience processing payroll and benefits administration is required.
- Requires strong, hands-on working knowledge of ADP systems including HRB, Payex, and EZLM, or equivalent. ADP certification is desirable.
- Should possess a basic understanding of US employment law, relevant statutes and guidelines, and best practices. Requires sufficient judgment to be able to escalate complex, or risky questions and issues to more senior staff for guidance or handling. Knowledge of leave administration guidelines and practices strongly desired but not required.
- Exceptionally strong verbal and written communication skills required. Demonstrated ability to conduct training to small groups desirable.
- Must possess a strong attention to detail, and be able to rapidly adjust to changing priorities.
- Degree in business, human resources, or a related field such as psychology is helpful. PHR certification is helpful but not required.

#### **Additional Information**

Duties and responsibilities are generally performed in an office environment. Environmental conditions generally include ambient inside temperature, ambient inside lighting and ambient inside low noise levels. Mobility demands generally include frequent sitting and occasional standing. Sensory demands generally include keyboarding, computer terminal and telephone operation.

Elizabeth Charles at [echarles@vaco.com](mailto:echarles@vaco.com)

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Opportunity Announcement  
We're hiring! | Wentworth Recruiting

Dear Colleague,

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Business is increasing and it is time to get to know some **New Candidate Sourcers, Recruiters and Talent Management Analysts/Project Leaders** to hire over the next year. If you are among the best and want to work with others who are also among the best, we'd like you to talk with us.

Our history: in 1984, we were the first in Southern California and one of the first in the country to offer hourly, on-site contract recruiting. We were then one of the first, corporate or vendor, to infuse data-driven project management into our work. Then we created a new data-driven approach to evaluating candidates and communicating how they compared to requirements and to each other. We get rave reviews from our clients for this methodology.

We hire mostly former VP's of HR as our client relationship/project managers, bringing a level of recruiting, evaluative, analytic and organizational capabilities that most hiring managers, other than ours, just don't get to enjoy. The sourcers and recruiters are full time and part time and are just really good at their jobs. They can find and evaluate anyone, using multiple methods, up to \$150,000 in salary.

Our work still includes volume recruiting, but also single searches for \$50-250,000/year jobs, organizational consulting regarding talent acquisition and more. We consult to boards. We routinely find candidates others cannot find. We have a strong link with a local university, producing joint presentations, soon to range from "Making Business Personal" to "Quantitative Analytics" to "Data Driven Recruiting/Selection: the Next Wave". We just put one on last Saturday titled "Learn How a Successful Organizational Transformation Was Accomplished", the story of how one company dramatically re-made its corporate culture. 70+ attendees. It was great!

[Please click here to see a more detailed description of what we offer.](#)

We have a bias toward folks who live in Southern California, but we have a great consultant in Virginia, so we would consider others who are out of the region. We pay well, but most folks tell us they primarily like our high standards, our honesty and associating with other very fine talent professionals.

Please call me directly at 310 732 2301 or email me [johnwentworth@wentco.com](mailto:johnwentworth@wentco.com) if you'd like to talk to us about joining us as a candidate generation sourcer, a recruiter or a project manager.

Thanks. I look forward to talking with you.

John

John Wentworth | President | 310 732 2301 | [johnwentworth@wentco.com](mailto:johnwentworth@wentco.com)  
The Wentworth Company, Inc. / Wentworth Recruiting | [www.wentco.com](http://www.wentco.com)

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I am in the market for a **Benefits Specialist** to work at Total-Western, Inc. We have open enrollment upcoming and could use a person who knows a little something about benefits.

If you or someone you know is interested, send me a résumé to [judy.navarrete@twimail.com](mailto:judy.navarrete@twimail.com)

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## Training Manager

### Position Summary:

Responsible for creating and implementing training programs, overseeing the development of careers and improving the productivity and caliber of the hotel associates. Analyzes property wide developmental needs to determine solutions that will enable the hotel to reach its goals and make it competitive in the market. Delivers

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and manages the train the trainer program utilized throughout the hotel in on boarding new associates within their assigned department.

Conducts monthly new hire orientation and assists with departmental safety training.

**Qualifications:**

- Bachelor's degree in business administration, organizational development or related field or a high school diploma and a combination of education and experience to meet the specific job requirements.
- Two years of experience creating and delivering training programs, preferably in the hospitality industry.
- Must have strong verbal, written and interpersonal communication skills.
- Must be fluent in English. Spanish speaking is a plus.
- Knowledge of computers, projectors and presentation software.

**How To Apply:**

Interested candidates should complete application online at:

<http://www.noblehousehotels.com/careers.aspx>

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**Senior HRIS Analyst, Human Resources - LIONSGATE (Santa Monica, CA)**

The individual in this role maintains the company's HR system including analysis of HR and other functional group requirements; ensures data integrity, testing of system changes, report writing and analysis of data flows for process improvement; provides end-user training; troubleshoots system issues and provides resolutions for end-users; serves as lead HR systems analyst in data reporting for all HR disciplines; provides advice and support for HR systems to Lionsgate HR management.

**Qualifications**

The individual in this role maintains the company's HR system including analysis of HR and other functional group requirements; ensures data integrity, testing of system changes, report writing and analysis of data flows for process improvement; provides end-user training; troubleshoots system issues and provides resolutions for end-users; serves as lead HR systems analyst in data reporting for all HR disciplines; provides advice and support for HR systems to Lionsgate HR management.

**Responsibilities:**

- Responsible for all facets of HRIS and work in collaboration with the IT Team on all SuccessFactors implementations, testing, and system related enhancements
  - Create and maintain SuccessFactors foundation objects (i.e. departments, locations, events, and job codes)
  - Provides end-user training and support
  - Develops and distributes standard metric reports detailing headcount, recruitment, employee relations, and other decision-making metrics as required
  - Serves as department specialist for HRIS; evaluates, analyzes, and maintains the company's HRIS
  - Evaluates and responds to reporting needs
  - Partners with internal departments including IT, Payroll and Finance to synergize systems
  - Works closely with external support partners to ensure system is properly maintained, case resolutions are speedy, and integrations/interfaces run smoothly
  - Completes regular audits to ensure data integrity and system alignment with internal processes
  - Responsible for submitting and analyzing external market surveys
  - Maintains current knowledge of HRIS best practices
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- Responsible for the importing of employee related mass changes in the HRIS system
  - Attend SuccessFactors webinars regarding administrator trainings or quarterly and yearly enhancements

### **Qualifications**

- Bachelor's degree in Business, Human Resources, Information Management/Systems or related field required
- Minimum 3-5 years HR systems experience

### **Skills**

- SAP SuccessFactors experience a plus
- Excellent verbal and written communication skills

To apply, follow this link:

<http://www.lionsgate.com/corporate/careers/6874/>

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## **Human Resources Manager – Ventura, CA**

### **Full-Time**

#### **About The Trade Desk**

We power the most sophisticated buyers in advertising technology. We were founded by the pioneers of real-time bidding, and we've become the fastest growing demand-side platform (DSP) in the industry by offering agencies, aggregators and their advertisers with best-in-class technology to manage display, social and video advertising campaigns.

In January, we were named #9 on Forbes Magazine's Top 100 List of America's Most Promising Companies. Last fall, we earned local Best Places to Work recognition from Crain's New York Business and were named to Outside Magazine's national list. We've been named to AlwaysOn's Top 100 US Private Companies and Top 250 Global Companies to Watch.

We're growing our offices across the globe, including from our headquarters in Ventura, California, major media markets including Los Angeles, Chicago, New York, and other US locations, as well as locations across Europe and Asia.

#### **What does The Trade Desk do?**

Before the real-time bidding industry reached its current size of \$5B, our founder and CEO Jeff Green established the world's first online ad exchange, AdECN. After Jeff sold that technology to Microsoft, he ventured out again a few short years later to found The Trade Desk.

Today, we help advertisers and ad agencies buy digital advertising across all channels in the \$20B programmatic industry, including in the leading-edge private marketplace and programmatic TV.

We buy online media more efficiently than anyone by using massive amounts of data, superior valuation algorithms, machine learning technology, and media savvy. We're bringing a level of sophistication to online advertising that has only been seen in the financial markets.

### **Opportunity**

The HR Manager, or Manager, People and Culture as we like to call it, is responsible for providing HR support to all TTD offices. This includes providing support to teams (typical interface is at the manager level and below) regarding employment and benefit administration, salary administration, safety administration, legal compliance,

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leave of absence administration, performance management and maintenance of employment records. Support the Director of People and Culture in communicating, delivering and influencing HR strategies and procedures. Support operational and tactical issues for all teams.

### **What you'll be doing**

- Collect, review, and input all employee information and manage all status changes in HRIS system (onboarding through termination)
- Perform all benefits administration including managing all benefits platforms. Ensure all employee information is accurate and up to date.
- Support implementation of HR strategies and initiatives in partnership with Director of People and Culture to develop structure, business processes, performance systems, solutions and metrics to enable TTD teams to execute and achieve the business targets.
- Support Director of HR in providing location specific insights to align overall strategies with TTD location/team specific requirements.
- Effectively work with management in planning for and meeting business goals and objectives including all HR processes, programs and initiatives.
- Assist in partnership with Director of HR on tactics with people development and retention. May assist in building organizational capability and bench strength, ensuring the right people are in the right jobs. This may include participating in succession planning reviews and performance management where appropriate. Promote the Company performance management process and functional career-pathing tools.
- Ensure legal compliance and mitigate the Company's risk through having a basic understanding of most relevant employment laws and follow agreed processes. May track/monitor necessary information related to EEO, etc.
- Partner with Director of HR on organizational effectiveness initiatives supporting the identification of organizational redundancies, establishing clear processes and communication.
- Promote the role of HR and enhance the credibility of the function; work collaboratively with HR team members to proactively share best practices and processes.
- Maintain and ensure up to date job descriptions- modify and update as needed
- Manage all leaves of absence
- Manage all TTD safety and Worker's Compensation programs.
- Manage relationship with I-9/background check vendor
- Other duties as assigned by Director of HR

### **Qualifications**

- BS or BA In Human Resources, Business or related field
- 5+ years of functional Human Resources and business partnership experience
- 2+ years knowledge of federal, state and local laws as they pertain to employment practices.
- Strong interpersonal communication and presentation skills
- Proficiency with ADP Workforce Now
- Excellent Excel or similar spreadsheet skills
- Human Resource Certification preferred
- Prior startup or tech experience very helpful

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**The Trade Desk Offers:**

- Great opportunities to contribute and succeed in a rapidly-growing global company with a world-class culture
- The chance to work with proven industry pioneers (and have a whole lot of fun while you're doing it!)
- Competitive salary and performance-based compensation
- Ownership through stock options
- Company paid medical, dental and vision coverage
- 401K plan with company matching-US
- A casual work environment where we work with "relaxed intensity"

Find out more at [www.thetradedesk.com](http://www.thetradedesk.com)

Interested candidates, please send your resume and cover letter to: [hr@thetradedesk.com](mailto:hr@thetradedesk.com)

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**Internal Recruiter - Medical Industry in Hermosa Beach**

Compensation is market based, and consists of a Base plus a Bonus (based on production targets)

I'm working with a market leading company in the Medical Field that outsources Emergency Room and Urgent Care services for hospitals and Medical groups. They have had straight-line growth for the past decade, service dozens of Care centers across the nation, and they are continuously expanding their footprint throughout California and the Western United States.

They are looking for a seasoned recruiter who has recruited hands-on medical care professionals (Doctors, Nurses, etc.).

You will be recruiting medical care professionals from Residency programs and other practices; as well as developing relationships with Medical Schools and other industry Associations.

**Requirements:**

- There will be some travel to conferences.
- Experience recruiting Medical industry professionals.
- Experience with presentations
- Sales background a plus

If interested, please contact:

John Zelasko

[john@strategiccrp.com](mailto:john@strategiccrp.com)

Strategic Resource Partners, Inc.

111 N. Sepulveda Blvd., Suite 250, Manhattan Beach, CA 90266

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**Senior Benefits Analyst**

**General Description:**

The Sr. Benefits Analyst is a key member of the HR team with a focus on employee benefits; day to day administration, annual cycles and special projects. In addition, this role will support employee other employee programs such as; rewards and recognition, relocation and immigration. The ideal candidate will have a demonstrated ability to successfully own a project end to end, have excellent written and oral communication

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skills and extensive experience overseeing benefits and leaves of absence. S/he will also be excited to work in a fast-paced, growth environment and be interested in learning about other areas of HR as part of the overall role.

**Job Duties May Include:**

- Oversee day to day benefits administration including; answering employee questions, researching issues, processing benefits invoices and allocating expenses accordingly etc.
- Ensure all benefit programs comply with federal and state regulations and are delivered to employees in an accurate and efficient manner
- Manage key HR vendor relationships, including reviewing and approving deliverables and developing and maintaining relationships with key partners
- Provide data analysis and recommendations on HR benefits policies and plans
- Project manage key HR projects including; Open Enrollment, Benefits Broker Renewals, 401K Audits, and other HR projects. Assist with the communication plan; messaging and strategy for projects and program rollouts.
- Conduct face to face or web-based training sessions / presentations on benefits, leave, etc. as needed by the business
- Provide employees with a high level of customer service at all times and address employee issues in a timely and efficient manner
- Process Worker's Compensation, LTD and Life/AD&D claims
- Track the HR budget and prepare monthly and quarterly budget reports for the HR leadership team
- Serve as the integration point of contact for potential upcoming projects, including: wellness, employee recognition, etc.
- Assist with enhancements / redesigns and rollout of recognition and rewards program and ongoing management / administration
- Oversee Immigration administration to include; compliance and administration
- Manage relocation program including; policies, employee communications and general administration
- Manage Leave of Absences end to end; including vendor management, employee support and program documentation and administration
- Other duties as assigned

**Skills and Requirements:**

- BA in HR or related field or equivalent experience
- 5 – 7 years of HR experience with 3+ years benefits and leave administration
- Outstanding organizational, written and verbal communication skills
- Strong analysis, auditing, and attention to detail
- Strong working knowledge of IRS, ERISA, HIPAA, ACA, COBRA and FMLA regulations
- Ability to manage a high volume workload and prioritize time sensitive issues as they arise
- Ability to work independently and in a team environment
- Project management skills
- Understanding of financial services; broker dealer experience preferred

CONTACT:

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Kim Bijou, Sr. Talent Advisor  
Cetera Financial Group  
200 N. Sepulveda Blvd. Suite 1200, El Segundo, CA 90245  
Tel: 310.257.4863  
[Kim.bijou@cetera.com](mailto:Kim.bijou@cetera.com)  
[www.cetera.com](http://www.cetera.com)

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### **Junior Cost Accountant (Part-Time or Full-Time)**

PacMin, Inc. has been around since 1946. We have customers around the world and we provide creative solutions for the aviation industry. Giving life to imagination, our models are featured around the world at numerous events.

We are looking for a Jr. Cost Accountant who wants to be part of a growing company where your contributions are valued and have the ability to grow with the company. Location: Fullerton, CA

This position can be full-time or part-time.

#### **DUTIES/RESPONSIBILITIES**

- Construct data accumulation systems for a cost accounting system
- Create and review the controls needed for data accumulation and reporting systems
- Coordinate physical inventory counts and cycle counts
- Investigate cycle counting variances and resolve issues
- Update standard costs in the bill of materials
- Review standard and actual costs for inaccuracies
- Validate the cost of goods sold as part of the month-end close
- Accumulate and apply overhead costs as required by generally accepted accounting principles
- Work with the production control team to locate and dispose of obsolete inventory
- Report on breakeven points by products, work centers, and factories
- Report on margins by product and division
- Report on periodic variances and their causes, focusing in particular on spending variances

**EDUCATION:** Minimum of a BA/BS degree in Accounting

**EXPERIENCE:** Minimum one year of cost accounting experience

**KNOWLEDGE, SKILLS AND ABILITIES DESIRED** (including physical requirements of the job if applicable):

- Excellent knowledge of job costing in ERP systems
- Understanding of cost accounting methods
- Bilingual in Spanish is a plus, but not required



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For more information about our Company please visit our **website at: [www.pacmin.com](http://www.pacmin.com)**  
Interested candidates, please send résumés to: [businessmindedhr@gmail.com](mailto:businessmindedhr@gmail.com)

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The company, based in a great community in the South Bay of Los Angeles immediately seeks an experienced **Accounting-HR Administrator** for a newly created position. The successful candidate will assume the administrative functions of accounting, payroll, and human resources including benefits and report directly to the owners.

The opportunities at this established lighting sales agency are significant and growing. Click the link below to learn more about this exciting opportunity.

Please call or send résumés to:  
**Aisling Byrne**, The Wentworth Company  
479 West Sixth Street, San Pedro, CA 90731  
(310) 732-2340  
[AislingByrne@wentco.com](mailto:AislingByrne@wentco.com) | [www.wentco.com](http://www.wentco.com)

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## **Manager of Human Resources and Office Administrator**

West Hollywood, Calif.

From IW Group President and CEO Nita Song.

### **Position Description**

#### **General Description**

IW Group, Inc. seeks an experienced human resources manager and office administrator possessing strong interpersonal and organization skills, and a demonstrated ability to work in a fast-paced, multi-faceted mid-sized company of 60 associates and contract employees.

The company was established in 1990 and is based in West Hollywood, California. Two other offices are located in San Francisco and New York. A fourth office is planned for the Dallas/Ft. Worth area. The firm specializes in multicultural advertising, marketing and communications, and represents some of the largest and most-recognized brands in the world.

Due to the growth of IW Group, the agency is now in need of a full-time professional who can work with senior management and other administration officials on the growing personnel and HR needs of the company.

#### **Minimum Requirements**

The successful candidate for this position shall meet the following minimum requirements:

- Bachelor's degree from an accredited four-year college or university preferably in one of the following fields of study: human resources/personnel, business management, office administration, benefits administration or a related field.
  - Two to three years of relevant experience in human resources, personnel and/or office administration.
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- Supervisory and management skills within an agency or corporate setting.

### **Expected Requirements**

The ideal candidate will meet or have equivalent experience in the following areas:

- Works with president and chief executive officer on all core HR/personnel functions
- Establishes and drives company-wide human resources strategy, programs and processes
- Maintains, manages and updates all personnel policies and procedures in compliance to all local, state, regional and federal employment and labor laws, guidelines and practices
- Serves as the primary employee relations manager
- Serves as the primary benefits administration manager
- Manages and maintains all job descriptions, organizational charts, and office management needs
- Serves as the key point person for the posting of job opportunities, job descriptions and initial recruiting and hiring of agency personnel
- Works closely with senior management and account leadership teams on maintaining accurate job descriptions for all company positions, including contract employees
- Manages over and supervises internship program
- Works with finance and business management team on all employee benefits, including insurance, retirement plans, holiday and vacation planning, and other HR-related initiatives
- Works with employment agencies and recruiters on an as-needed basis, including the assignment of all temporary employment needs
- Manages over general office administration duties, including supplies, inventory, equipment and other administrative duties

### **Desired Skills**

- Background and knowledge of relevant programs that focus on timesheets, work performance and employment reviews.
- General accounting and financial management skills, including knowledge and experience using spreadsheet applications such as Excel.
- Experience working in a fast-paced advertising/marketing/communications agency is a definite advantage

Salary will be based on experience. IW Group is an Equal Opportunity Employer.

Please send a cover letter and résumé to Ms. Nita Song for consideration: [nita.song@iwgroupinc.com](mailto:nita.song@iwgroupinc.com)

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### **Human Resources Manager**

We are looking for a strong and experienced HR Manager to join our team. This person will manage and administer the human resources practices and policies for three divisions (aircraft, medical, and industrial equipment), of a US subsidiary of a Japanese company. This position also splits time between two locations (Long Beach & Torrance) and manages employees in 14 states.

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This is a true generalist HR Management position, which includes employee relations, recruiting and employment, wage and salary administration, management development, payroll management, training, recruiting, benefits and safety. HR Manager has a seat at the management table, and must be able to collaborate with senior management on strategic and future planning objectives.

For more information and to submit résumés people can contact Hannah J. Davies, PHR-CA directly at [hdavies@spi-inc.com](mailto:hdavies@spi-inc.com).

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## **THE PORT OF LONG BEACH**

### **I. Job Details**

Position (Working) Title): **Managing Director of Human Resources & Team Development**

Position Code: 132

Official Job Classification: Managing Director

Occupational Code: N80NN

Job Category: Unclassified

Salary Grade: E00

Bureau: Human Resources & Team Development

Division: Executive

Budget Responsibility: Bureau level

CBU: None

Reporting Supervisor: Chief Executive of the Harbor Department

Effective Date: 10/1/14

Number of Staff Supervised: Direct Reports = 3 Total Reports = 19

Position Titles of Direct Reports:

Director of Human Resources, Director of Team Development, Executive Secretary

### **II. Job Purpose**

The Managing Director of Human Resources & Team Development is responsible for developing and implementing strategic initiatives for the Port's Human Resources and Team Development Divisions. Responsibilities include planning, designing, and executing Human Resources services and programs that are aligned with functional business strategies.

### **III. Key Responsibilities**

#### **Functional (Process/Technical/Operational)**

1. Provides leadership and oversees all activities for the two divisions that comprise the Human Resources & Team Development Bureau for the Port of Long Beach: Human Resources Division and Team Development Division; provides direct and indirect supervision of division directors, establishing goals and objectives, measuring performance, and ensuring an effective and customer-oriented service level is maintained.
  2. Provides strategic direction for the Human Resources & Team Development Bureau, in order to align its services and mission with the overall mission of the organization. Participates in strategic planning activities in support of the organization as a whole.
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3. Consults with bureau chiefs and division directors to determine their short and long-term needs, and designs processes that will be responsive to those needs. Provides direction, information, and support to directors that affect their respective organizations.
  4. Maintains positive relationships with City Human Resources, City Attorney's Office, Civil Service Commission and other related City services.
  5. Assesses business needs and challenges and leverages that knowledge to anticipate future staffing needs and human resources policies and practices.
  6. Oversees the development of the annual Salary Resolution, job classification changes, job analysis, step placement and salary determinations, position description development, and merit recommendations.

### **Talent Management**

7. Provide consultation and oversight on all talent processes, such as talent management, talent retention, succession planning, career development and performance management.
8. Maintains excellent relationships with the Civil Service Commission, and ensures Harbor Department interests are known and acted upon.
9. Ensures effective recruitment, selection and placement procedures are followed for position vacancies.

### **Organizational Development**

10. Serves as the practice leader to build and deliver organizational development expertise and capabilities for the Port. Propose, lead and supervise organizational development initiatives on key Business and Human Resources initiatives to improve organizational effectiveness and efficiency.
11. Collaboratively develops, implements and manages the Port's Change Management initiative.
12. Ensure that all Team Development programs are instructionally sound and that the concepts and materials are in alignment with the Port's strategic plan.
13. Collaborates with senior leadership to develop and execute a coordinated approach to team development. This will encompass a broad range of leadership and management principles, including but not limited to, leadership development, leadership skills, management development, supervisory skills, communications skills, time management, effective coaching, problem-solving and decision-making, conflict resolution, negotiations, building and enhancing high performance team effectiveness, performance management, building accountability, and influencing for results.
14. Designs programs to address career development and ensure effective succession planning.

### **Employee and Labor Relations**

15. Provides oversight and direction on employee relations matters, including internal and external investigations, grievances, disciplinary actions, and separations.
16. Works closely with the City Attorney's Office and City Human Resources Department on matters relating to employee and labor relations issues, and consults regularly with the Manager, Labor Relations at City HR.
17. May act as a Hearing Officer in classified and unclassified represented Skelly appeals hearings.
18. Ensures appropriate individuals are informed and aware of employee relations matters that may have a direct impact on the Port's business operations.

### **Customer**

1. Responds to and handles inquiries of the Port management team.
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2. Provides prompt responses to inquiries from customers on a wide range of subjects.
  3. Corresponds with internal and external Port customers via email, phone and in person.

### **Financial**

1. Oversees the Human Resources and Team Development Bureau's annual personnel and non-personnel budgets.
2. Makes prudent decisions regarding budgets in order to control costs.

### **People**

1. Interacts with the Board of Harbor Commissioners, Civil Service Commission, City Human Resources, City Attorney's Office, and other related entities.
2. Interacts and advises executive management and division directors.
3. Interacts with employees at all levels.

## **IV. Position Requirements**

### **Educational Requirements**

1. A Bachelor's Degree in Business or Public Administration, Human Resources, Industrial Relations or related discipline is required.
2. A Master's Degree in Human Resources Management or Business Administration or related field is highly desirable.
3. PHR or SPHR is highly desirable.

### **Experience Requirements**

1. Approximately ten to fifteen years of increasingly responsible experience in the field of human resources management in a complex, customer service driven organization is required.
2. At least five years of senior management experience with a focus on strategic business initiatives related to human resources, change processes, and organizational development.
3. Must be a demonstrated leader within the Human Resources management field, capable of organizing and directing the services and functions of the Bureau while coordinating efforts with other Bureaus/Divisions in a sophisticated and fast-paced work environment.
4. Strong leadership background, with experience as a number one or number two management professional in a complex, similarly situated organization with comparable challenges and structure is expected.
5. A history of managing and successfully working with people from diverse backgrounds and areas of technical expertise is required.
6. Must have a history of effective partnerships, working relationships and pro-active problem-solving.

### **Job Knowledge**

1. Must have broad working knowledge of public sector human resources, including classification, compensation, labor relations, leave management, and recruitment is required.
  2. Must have a broad working knowledge of management principles, federal and state employment and labor law, especially those California laws that apply to the public sector, and the ability to develop and recommend policy and procedures as they apply to human resources management.
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3. Must have broad working knowledge in organizational development principles and concepts, including such things as change management, team development, leadership development, career planning, succession planning, and performance management.
  4. Requires extensive knowledge of negotiation, mediation and conflict resolution principles and practices.
  5. Requires knowledge of principles and practices of sound business communications; correct English usage, including spelling, grammar and punctuation.

### **Technical Skills**

1. Must have ability to exercise broad independent judgment and act to resolve technical and administrative conflicts that may arise within the Bureau.
2. Must have high-level organizational and planning skills so that workflow is managed efficiently and accurately; set priorities, take initiative and exercise sound independent judgment.
3. Ability to maintain relationships across the board with all levels of employees, governmental bodies, and associations.
4. Ability to empower the division leaders in a way that encourages progressive development of the divisions and provide support for each division in reaching their yearly performance goals.
5. Must be an exceptional leader with an excellent track record that points to success in motivating, coaching and inspiring people.
6. Strong negotiation skills, political savvy, excellent client/customer relations skills and business writing and presentation skills are required.
7. Must have exceptional management skills working in a diverse and progressive environment.
8. Must be capable of working independently without extensive direction or oversight.
9. Must be a creative, strategic thinker dedicated to quality service.
10. Must have high level of proficiency in the use of MS Office, including Word and Excel, Outlook, PowerPoint, and other related applications.
11. Must be able to handle frequent interruptions, and to prioritize tasks to complete multiple assignments with competing deadlines. Must be comfortable working under pressure and tight deadlines.
12. Must have a valid California driver's license to perform work-related duties, including driving to meetings and work related events.

### **Interpersonal Skills**

1. Must have demonstrated leadership skills that include maturity, vision, and an ability to articulate the organization's vision and mission to others.
2. Must have a collaborative work style that fosters teamwork and high motivation and commitment.
3. Must be a direct communicator with superior interpersonal skills.
4. Requires ability to establish, build and maintain effective working relationships with all levels of employees, including top, middle and supervisory levels of management.
5. Requires exceptional relationship building skills.

### **Language Skills**

1. Must be an exceptional public speaker with excellent business writing skills to be able to represent the Port in public/private forums.
  2. Requires excellent communication skills, both verbal and written.
  3. Requires advanced English language skills.
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## **V. Work Environment**

### **Office environment:**

Work is performed in a non-smoking, office environment with minimal noise where basic safety precautions are required. Frequent exposure to computer monitors and office equipment is necessary.

### **Physical:**

Work involves frequent sitting, requiring little physical exertion other than walking and standing.

## **VI. Key Interactions**

### **Key Internal Contacts and External Contacts**

1. Executive Staff
2. Human Resources Staff
3. Team Development Staff

### **Board of Harbor Commissioners**

1. City Human Resources
2. Civil Service Commission and Staff
3. City Attorney
4. Outside Human Resources and Team Development Consultants

Refer all inquiries to:

Pete Deragon, Director, Stanton Chase International  
805-440-9940 | [p.deragon@stantonchase.com](mailto:p.deragon@stantonchase.com)

Ed Savage, Managing Director, Stanton Chase International  
805- 886-8004 | [e.savage@stantonchase.com](mailto:e.savage@stantonchase.com)

Jill Bell, Director, Stanton Chase International  
805-245-7030 | [j.bell@stantonchase.com](mailto:j.bell@stantonchase.com)

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## **VP, Human Capital at Rehrig Pacific Company**

<http://www.rehrigpacific.com/company/history>

### **Company:**

Our client, Rehrig Pacific was founded in 1913 and has been going strong for over 100 years delivering sustainable products and services that creatively increase handling efficiencies. Rehrig Pacific's footprint has expanded to include seven manufacturing locations in the United States and Queretaro, Mexico. They use recyclable materials throughout our product lines employing strict recycling and energy efficient practices in our manufacturing and products are designed to contain as much as 100% recycled material.

### **Brief Role Description:**

Reporting to the CEO, the VP, Human Capital serves as a member of the senior leadership team, providing leadership in the development and implementation of Rehrig Pacific's talent and leadership development systems and practices. This role supports the ongoing implementation of the Rehrig



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Management System throughout the organization, including the development and implementation of enterprise wide Human Capital policies and practices.

**Key Accountabilities:**

1. Consult, educate and provide support for the implementation of Rehrig Management System principles and practices across all business units. Work with external consultants to learn and adapt principles of Requisite Organization and Human Capital Coaching, insuring that practices are in place to embed principles into the culture. Provide ongoing support to the Rehrig managers in the application of these principles and practices.
  - Develop and unify the appraisal process framework for the organization, integrating Rehrig Management System principles and practices. Ensure managers are educated and aware of their accountability to employees in completing on time appraisals.
  - Consult with managers in the development, review and revision of Key Accountabilities for individual roles. Provide support in clarifying accountabilities, guiding managers and building their skills in defining the work of their units.
2. Develop, implement and manage the process for the management and retention of talent to meet the strategic needs of the organization. Educate business unit leaders on managerial accountability for talent development and retention. Identify and regularly review areas of strategic importance.
  - Manage the talent development database for the entire organization. Coordinate meetings with managers to understand talent needs within work groups as well as across the organization. Conduct annual talent review meetings with both division groups and the senior leadership team.
  - Provide support to managers in understanding and defining baseline knowledge, skill and experiences by role to meet requirements in making staffing decisions (hiring, individual development, promotions, transfers).
  - Manage the framework for companywide training and development programs. Working with the Payroll and Benefits Manager, develop the administrative record keeping and documentation support needed to meet reporting needs for federal and state safety programs (ex. OSHA), company sales training and managerial leadership and coaching programs.
3. Collaborate with the CFO to develop and implement a compensation framework for the organization. Provide education and ongoing support to managers in the application of compensation decisions to meet strategic needs.
4. Manage the search/recruiting process for organization. Assist managers with the development of accountabilities, staffing plans, recruiting and onboarding plans in preparation for the search. Manage the external recruiter relationships for the company, insuring consistency in approach and a clear understanding of the Rehrig culture.
5. Manage the HC Employee Relations team. Provide ongoing leadership and guidance for their work, insuring that they balance the managerial and employee needs of the organization within the Rehrig culture. Manage the development and ongoing maintenance of the Rehrig Pacific Employee Handbook.

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**Knowledge, Skill and Experience Requirements**

- B.S. in Business or the Social Sciences with demonstrated ability to understand the language of business. MBA preferred.
- Human Resources Professional Certification. Clear understanding of Human Resources practices and legal requirements across a multi-state organization.
- Clear, strong verbal communication and consulting skills. Demonstrated ability to work at the senior leadership level.
- Well-developed writing and presentation skills. Demonstrated ability to communicate clearly across all levels of an organization.
- Discretion, sensitivity and confidentiality. Demonstrated ability to listen, analyze and inform appropriately while maintaining the required sensibilities in handling confidential information.
- Problem solving and analytical skills. Demonstrated ability to research and analyze problems at a senior level, providing feedback, guidance and direction.

**Procedure for Candidacy:**

Submit Résumé in Word Document to  
Kim Doud, Apex Executive Search, LLC  
19200 Von Karman Avenue, Suite 600, Irvine, CA 92612  
[Kim@ApexExec.com](mailto:Kim@ApexExec.com) | 949-574-5000

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