

## **JOB DESCRIPTION**

### **Summary/Objective**

The human resource manager is directly responsible for the overall administration, coordination and evaluation of the human resource function. This is a new position for the company as the human resource function is being performed by the payroll manager and quality control manager. The human resource manager will work in partnership with the payroll manager and quality control manager as well as with the general managers in the other three non-California states. The company currently has over 400 employees in four states, the majority of which are in California.

### **Essential Functions**

1. Develops and administers various human resources plan and procedures for all company personnel.
2. Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems.
3. Implements and annually updates the compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation; monitors the performance evaluation program and revises as necessary.
4. Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, information activities program.
5. Develops and maintains affirmative action program; files EEO-1 annually; maintains other records, reports and logs to conform to EEO regulations.
6. Conducts recruitment effort for all exempt, nonexempt and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers; conducts new-employee orientations; monitors career-path program and employee relations counseling; conducts exit interviews.
7. Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars. Maintains organizational charts and employee directory.
8. Evaluates reports, decisions and results of department initiatives in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
9. Help develop and coordinate training programs for each department and ensure they are being followed. You would work directly with each department head to help develop and facilitate the process. An example would be for our repair stations and our machinists.
10. Ensures compliance with all federal, state and local employment laws.

**Position Type/Expected Hours of Work**

This is a full-time exempt position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Overtime may be required on rare occasions.

**Required Education and Experience**

A bachelor's degree and five years of human resource experience with at least one year at a manager level.

**Preferred Education and Experience**

A bachelor's degree and eight years of human resource experience, with at least three years at a manager level.

**Additional Eligibility Qualifications**

Must be bi-lingual in Spanish and English.

Prior work experience in a manufacturing environment is a plus.

At least a Professional in Human Resources Certification (PHR) or SHRM Certified Professional (SHRM-CP).

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.