



## JOIN OUR TEAM

**BoDean Company** is searching for a **Human Resources Manager** who is an experienced motivated human resources generalist, to work with its innovative company. The company strives to maintain its deep-rooted values-based culture, and provide a safe, healthy environment that encourages both personal and professional growth. The company believes in investing in the success of its employees and providing training opportunities and resources to help employees develop their talents and skills into his or her fullest potential. BoDean values the contribution of each individual, and their commitment to work collaboratively to achieve company goals. By fostering employee involvement and empowerment, team members are enabled to contribute their best effort and attain a sense of satisfaction for their work. With community responsibility being one of the highly held core values, a percentage of BoDean's annual profits goes directly to help serve others in need. As a result, the dedication and hard work of each employee not only adds to the growth and success of the company, but also contributes to supporting our local and surrounding communities. As an equal opportunity employer, BoDean employs a diverse workforce.

## THE ORGANIZATION

BoDean Company is the chief supplier of quality crushed rock and asphaltic concrete to the greater Santa Rosa area and northern Napa County. BoDean is owned by Belinda (Bo) and Dean Soiland and was established in 1989. The company operates three locations in Sonoma County: Mark West Quarry, Blue Rock Quarry, and Bodean Asphalt Plant. Bodean takes pride in its commitment to customers, quality materials and environmental stability. The company employs approximately 51 employees in a variety of positions. BoDean's knowledgeable and dedicated team is the driving force behind its success.

## THE POSITION

The Human Resources Manager position is in the BoDean Company headquarters office in Santa Rosa. Reporting directly to the owners of BoDean, this position works closely with the company's Executive Team and staff while providing all human resources related services for the company. This includes personnel administration, employee relations and development, recruitment, classification, performance management, benefits administration including workers' compensation, and payroll processing. The position provides timely, responsive services to departments and employees, ensures fairness and equity in personnel matters, and serves as a strategic partner in supporting organizational efforts.

## THE COMMUNITY

Santa Rosa is home to approximately 170,000 residents and is located less than an hour's drive north of San Francisco with access to the beautiful Pacific Coastline, award winning wineries, majestic redwoods, a wealth of culture, fine dining, attractions, outdoor and recreational activities and a wide variety of entertainment and events. Excellent health care services, educational institutions and a full range of services contribute to Santa Rosa's quality of life. BoDean Company is committed to the community they serve.



## **SPECIFIC DUTIES INCLUDE:**

- Act as the primary liaison for BoDean Employees for all human resource needs by proactively providing forms, answering questions, and helping employees reach resolution when issues arise;
- Perform payroll processing, including data entry, report generation and filing;
- Conduct all new hire orientations and separation interviews ensuring that all appropriate documents are signed, received, processed and filed accordingly;
- Maintain all personnel files ensuring that employment documents are kept up-to-date, organized and confidential;
- Conduct salary surveys and ensure wage and salaries are commensurate with market conditions;
- Ensure the policy handbook is up to date and company practices are consistent with policies;
- Maintain current job descriptions for all positions;
- Identify staff training needs and coordinate training opportunities and events;
- Administer company health benefit plans by coordinating and processing open enrollment from start to finish, answering employee questions, coordinating with insurance brokers to resolve issues, making changes and cancellations, and assisting in reconciliation of monthly premium statements to ensure employee contributions are accurately incorporated into payroll;
- Administer BoDean's 401(k) and Profit-Sharing plan by coordinating and processing enrollment, changes and cancellations, answering employee questions, distributing required documents, coordinating employee plan education and ensuring employee contributions are accurately incorporated into payroll;
- Ensure all required job postings are exhibited at all sites and ordering and posting updates when necessary;
- Administer all workers' compensation claims by working with managers to ensure all accidents and incidents are properly reported, documented, monitored and processed with the insurance carrier until the claim is closed;
- Assist the Director of Operations with the preparation of safety reports and statistics for MSHA & OSHA;
- Administer the DMV Pull Notice Program;
- Manage all leaves of absence and ensure clear communication with employees and managers;
- Administer employee vacation approvals and schedules and maintain accurate records on time earned/used, and provide updated reports to managers and employees on a regular basis;
- Administer the employee Performance Review Program and keep track of reviews to ensure that they are completed in a timely manner;

- Develop and distribute employee Total Compensation Reports on an annual basis to help employees understand their total compensation package;
- Consult with management and/or HR consultants and/or employment attorney with employee related matters where appropriate;
- Report necessary information to, and get approval from, the Executive Committee on a regular basis;
- Attend seminars and conferences to keep up to date on HR issues, trends and required compliance laws.

## **THE IDEAL CANDIDATE**

- A strong hands-on HR generalist with experience in legal employment practices; personnel administration, employee relations and development, recruitment, classification, performance management, benefits administration including workers' compensation, and payroll processing;
- Develops strong collaborative relationships with peers, develops a plan to achieve goals while ensuring routine activities continue productively for themselves;
- Shares information to create consensus; works to calm situations, de-escalates issues and mediates conflict; and ensures professional conduct and accountability by all;
- A strategic (sees the big picture) partner who works collaboratively with managers and staff to achieve company goals and provides guidance and counseling to managers in using a constructive approach in resolving employee issues;
- An exceptional communicator with strong interpersonal skills who listens to and achieves understanding in communications with others and expresses him/herself in a clear, constructive manner;
- Maintains confidentiality, responds to issues quickly and exercises professional judgement and decision-making ability in sensitive situations;
- Knowledge of human resources best practices, laws and regulations;
- Team player who is firm and fair, while being flexible and collaborative;
- A proactive, forward thinker with strong problem-solving skills and a desire to successfully implement organizational culture changes as needed;
- A working Manager who has a practical approach and approachable style with a willingness to be visible and interact with employees at all levels.;
- Proficiency with business office and human resources and payroll processing applications.

## MINIMUM QUALIFICATIONS

Any combination of education and experience that demonstrates the knowledge, ability and experience to perform the duties described may be qualifying. One example of a typical pattern is: A bachelor's degree in human resources, business administration, management, or related degree; and five years' of progressively responsible human resources generalist/management experience.

**Candidates must clearly convey in their application materials, how his/her combination of education and experience results in a well-qualified candidate.**

- Graduation from an accredited college with a degree in human resources, business administration, management, or a related field;
- Five years of progressively responsible human resources generalist/management experience;
- Excellent customer service skills with the ability to interact successfully with employees in all areas of the organization (employees as internal customers);
- Must possess mid- to high-level knowledge and experience with Word, Excel and other computer systems;
- Ability to communicate effectively both orally and in written form;
- Ability to organize information, develop and implement reporting procedures;
- Must be a self-starter, organized, cooperative and able to work in a team environment and under pressure;
- Must be able to work occasional overtime and weekends as directed;
- Must always be able to maintain confidential information and exhibit a high degree of professionalism .

## Desirable Qualifications

- Certified Human Resources Professional designation through SHRM, HRCI, or other Human Resources professional organization.
- IBS Payroll experience.

## WORK ENVIRONMENT

Works at a non-private desk within an office building with overhead lighting and carpeted/linoleum flooring with occasional public contact. Will use a variety of standard office equipment and machines (phone, computer, calculator, etc.) in performance of most job duties. May occasionally drive to site locations where noise and dust may be encountered.

## PHYSICAL REQUIREMENTS

Continuous sitting with intermittent standing and walking throughout work shift. The individual is required to use moderate to fine manual dexterity with use of telephone, computer and calculator. Occasional lifting, carrying, bending and/or stooping. Hearing and verbal skills required. Visual acuity, near and far.

## COMPENSATION

The hiring salary range is **\$80,000 to \$85,000** annually. Salaries may be increased periodically depending upon performance.

## BENEFITS

BoDean offers a generous and competitive benefits package. See page attached.

## SELECTION PROCESS

The Human Resources Manager position is being conducted on an open basis. All application materials received will be screened and evaluated and the top candidates will be contacted for an initial pre-screen interview. The most highly qualified candidates will be invited to participate in an on-site selection process with BoDean's Executive Team.

## HOW TO APPLY

To be considered for this opportunity, please submit your resume and cover letter electronically to: [deborahguillaumin@sbcglobal.net](mailto:deborahguillaumin@sbcglobal.net) Those received by **September 2nd** will receive first consideration. The position is open until filled. Application materials should reflect scope of human resources management and payroll processing experience and include any significant human resources accomplishments. Confidential inquiries should be directed to Deborah Guillemain: [deborahguillaumin@sbcglobal.net](mailto:deborahguillaumin@sbcglobal.net) or (707)321-3228.

*BoDean Company is an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ancestry, physical or mental disability, medical condition, marital status, age, veteran status or sexual orientation.*





## Benefit Summary May 1, 2019-April 30, 2020

**Paid Vacation:** Employees who are regularly scheduled to work at least 30 hours per week (excluding seasonal employees) accrue vacation from the beginning of their employment. .

Eligible employees who are regularly scheduled to work at least forty (40) hours per week accrue paid vacation time as set forth below. Employees who are regularly scheduled to work between thirty (30) and forty (40) hours per week accrue vacation pro rata.

Length of Employment	Accrued Vacation	Maximum Accrual
Year 0 through 5th year	80 hours (3.08 hours/pay period)	120 hours
6th year and beyond	120 hours (4.62 hours/pay period)	180 hours

Employees accrue 1/26<sup>th</sup> of their annual vacation benefit per pay period. Employees do not earn vacation benefits during any unpaid leave of absence.

**Paid Sick Days:** All employees who work at least 30 days are eligible to receive paid sick leave.

New employees hired between January and June will be credited with 48 hours of sick leave on their date of hire for their use during the calendar year in which they are hired. New employees hired between July and December will be credited with 24 hours of sick leave on their date of hire for their use during the calendar year in which they are hired. Thereafter, eligible employees will be credited with 48 hours of paid sick leave each January.

Sick leave may be used for the employee or the employee's eligible family member's illness, accident, disability, or medical treatment, including preventive care visits to a doctor or dentist. Eligible family members include the employee's parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, sibling, and the parents of the employee's spouse or registered domestic partner. Sick leave may also be used for certain purposes if the employee is a victim of domestic violence, sexual assault or stalking.

**Paid Holidays:** BoDean provides time off to all employees on Company-recognized holidays. Employees who have completed the Introductory Period and who are regularly scheduled to work at least 30 hours per week will receive holiday pay. Introductory employees, regular employees regularly scheduled to work less than 30 hours per week, and seasonal employees (regardless of scheduled hours) receive holidays off without pay.

The Company holidays currently provided are:

New Year's Day (January 1)	Labor Day (first Monday in September)
Presidents' Day (third Monday in February)	Thanksgiving (fourth Thursday in November)
Memorial Day (last Monday in May)	Day after Thanksgiving
Independence Day (July 4)	Christmas (December 25)

Pro-rated holiday for working hours 30-40 per week at 8 hours per holiday.

**Floating Holidays:** One (1) day available semi-annually for use if needed for personal business or appointments.

In addition to the recognized holidays previously listed, regular employees who are regularly scheduled to work at least 30 hours per week are eligible to receive up to two paid floating holidays per year. Floating holidays may be used to attend business, doctor or personal appointments. Floating holidays are only granted to employees employed with BoDean on January 1 and July 1. Employees must use the floating holiday during the six-month period to be eligible to receive the next floating holiday.

Health Insurance: Eligible 1<sup>st</sup> of the month following 60 days of continuous employment.

Medical Carriers:	Sutter Health or Kaiser (HMO Gold and HDHP silver plans)
Employee Premiums:	90% employer paid on lowest price plan of medical
Dependent Premiums:	Employer paid % is based on length of service on lowest price plan 0% Employer paid upon hire 50% Employer paid at 1 <sup>st</sup> anniversary of hire date

Dental Carrier:	Premier Access
Employee Premiums:	100% Employer paid
Dependent Premiums:	Employer paid % is based on length of service on lowest price plan 0% Employer paid upon hire 50% Employer paid at 1 <sup>st</sup> anniversary of hire date 75% Employer paid at 3 <sup>rd</sup> anniversary of hire date 100% Employer paid at 5 <sup>th</sup> anniversary of hire date
Life & AD&D Carrier:	UNUM

Coverages include \$25,000 Employee, \$12,500 spouse, up to \$2,500 per child-Employer paid

Supplemental Disability and Injury/Illness Insurance:	AFLAC
Supplemental Life, AD&D, Dependent Life:	Sunlife

Optional Employee Paid through Payroll Deduction

Retirement Plans: Eligible after one (1) year of service, 1,000 hours worked, and a minimum of 21 years of age at enrollment on annual open enrollment entry dates of January 1<sup>st</sup> or July 1<sup>st</sup>. Funds are held at Alerus and are self-directed by each employee.

401WRoth Plan:

Employee deferral of pre-tax wages up to IRS annual limit and over 50 catch-up contribution each year.

Profit Sharing Plan:

Employer contributions range from 0 — 25% of gross wages based on profitability of company each year. 6-Year vesting schedule.

Employer 401k/Roth Matching Contributions: 100% match up to 3% of wages, 50% match for next 2% of employee deferrals with immediate vesting.