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## **JOB DESCRIPTION**

**Title:** Human Resources Manager West Coast Operations  
**Reports to:** Site Director, West Coast and dotted line to Director of Human Resources, Corporate  
**Location:** Western Fresno County

### **Position Summary**

Under direct supervision and general direction of the Site Director West Coast and the Director of Human Resources Corporate, will be responsible for the direction and coordination of general human resources operations comprised of establishing/executing key talent management processes including optimizing organizational design, employee recruitment and development, performance management and succession planning.

### **Key Responsibilities**

- Manage full cycle recruiting including job posting, screening, interviewing, background verification onboarding/off-boarding, and mentorship development
- Optimize full time and contract worker strategy
- Oversight contract workforce inter-relationships and assist in selection and development of contracts with vendors
- Work with HR Director to consolidate and optimize benefit providers
- Oversight all California regulatory needs including I9 compliance, EEO regulations, USDOL audit compliance etc
- Oversee workers compensation, unemployment claims, and safety (OSHA) programs
- Develops and directs wage and salary management strategy including localized benchmarking.
- Assist Director of HR with the development and management of an HRIS system
- Works with Site Director to optimize employee performance while fostering collaboration and accountability against both personal and company goals.
- Develop programs to optimize employee morale and generate a positive culture which integrates with corporate values

### **Qualifications**

- Bachelor's degree in Human Resources or a related Field preferred
- Minimum of 4 years of experience in Human Resources and preferably 2 years as a Manager
- Certifications – PHR, SPHR
- Strong communication skills, with a demonstrated ability to develop relationships and influence people at all levels with the organization
- Self-Starter, strong intuitive and critical thinking skills
- Bi-Lingual (Spanish) a plus

### **Compensation**

- Target Salary \$85 - 100K/year
- Very good benefit package including medical and dental insurance
- 401K with a 4% match
- Opportunity to progress in a fast-growing company

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