



**SEGUE
SOLUTIONS**

My Career Strategy March 2013 Opportunities

My Career Strategy Meeting Information

<http://is.gd/nxtmtg>

PIHRA Career Center

<http://is.gd/pihracareercenter>

PIHRA District 6

<http://is.gd/SouthBay>

My Career Strategy Email

Segue@Propster.com



PIHRA Career Center

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

11 new human resource jobs on 3/20/13

HR and Safety Administrator - Bilingual Spanish

O'Neil Data Systems, LLC - **Los Angeles**, CA

A marketing communications and publishing company is seeking an HR and Safety Administrator to join our growing team. This role reports to the HR Manager and provides support in recruiting, interviewing, onboarding, safety training, WC injuries, and compliance. Great benefits and bonuses. If you are ready to be part of a winning team working for dynamic people and a team-oriented environment, please submit your resume.

Human Resources Manager

PANDA RESTAURANT GROUP, INC. - **Rosemead**, CA

The Associate Relations Specialist position is responsible for responding to field associate relations oriented calls and leading investigations to resolve associate complaints or concerns. This position works with Operations leaders, field HR, and Legal to develop and implement positive workforce practices and strategies aligned with the company's Mission, Values, and Culture.

HR Generalist/Recruiter

Entertainment Partners - **Burbank**, CA

Entertainment Partners is the largest provider of production management services in the entertainment industry. For over 30 years, we have cultivated a commitment to excellence by viewing our clients truly as our Partners. We are located near the Burbank Airport and offer a casual work environment. Under general supervision, this role provides HR specialist and generalist support. Specialist role takes ownership for full lifecycle recruiting including recruiting, interviewing, checking...

Human Resources Manager

Pat M. DiFuria & Associates - **Stockton**, CA

HR Manager Food Processing Location: Stockton, CA Area Salary: 90,000K Full Benefits plus bonus Experience: Must have five or more years of direct experience in Human Resources and Labor Relations in a food and manufacturing environment. Must have union experience. Bilingual preferred. Education: Bachelor's degree in an HR or business related field required

Human Resources Generalist-Bilingual Spanish required

Professional Community Management - **Lake Forest**, CA

Professional Community Management of CA, Inc. (PCM) is seeking a full-time Human Resources Generalist to join our growing team. Assist Human Resources by supporting the daily operations and initiatives of the Human Resources Department while under minimum supervision. Directly reports to the Human Resources Manager with significant contact with Executive Staff, On-site General Managers, Supervisors, and employees.

HR Generalist

Company Confidential - **NorthWest region of California**, CA

Providing Human Resource management support to a global retailer that embraces diversity at every

level, encourages innovation, creativity and that attracts and retains the best talent, and is recognized globally as one of the best in the retail industry.

HR Director

Human Services Association - Bell Gardens, CA

The Human Resource Director is an integral role in the organization and will report to the Chief Executive Officer. The HRD will provide support to managers and employees with general human resources, benefits, and employment questions. This position will manage employee relations and work closely with leaders of the organization to manage employee performance and development. We are looking for someone with 5 years of experience in an HR leadership role in a workplace of 50 employees.

Bilingual Spanish Senior HR Business Partner

Trojan Battery Company - Santa Fe Springs, CA

The Senior HRBP is responsible for delivering HR expertise and problem solving while administering corporate policies and procedures as they relate to core HR services, processes, and programs. Will facilitate training, recruiting, employee relations, performance management, benefits administration and career and business development. BA/BS degree preferred 5-7 years' experience Manufacturing/Distribution PHR certified preferred Bilingual Spanish required www.trojanbattery.com

Human Resources Administrator

TAP Worldwide LLC - Compton, CA

TransAmerican Auto Parts (aka 4WheelParts and others) is the leader in the off-road automotive aftermarket. That means we have a thing for trucks, Jeeps, and anything else that can climb, crawl, jump, or race through the dirt. We operate in 17 states, with 58 retail stores, 5 U.S. distribution centers, and nearly 1200 of the best employees in our industry.

Sr Compensation Consultant

Health Net, Inc. - Woodland Hills, CA

Join our Center of Excellence Compensation team in Woodland Hills working on exciting critical projects that include consulting to field associates on a variety of compensation issues, in depth market pricing of jobs, salary design and structure work, executive compensation and stock administration. Position requires a bachelor's degree (an MBA is an added bonus!) and Certified Compensation Professional designation, along with at least 7 years professional level compensation experience.

Human Resources Generalist-Bilingual Spanish required

Professional Community Management - Lake Forest, CA

Professional Community Management of CA, Inc. (PCM) is seeking a Full Time Human Resources Generalist to join our growing team. Assist Human Resources by supporting the daily operations and initiatives of the Human Resources Department while under minimum supervision. Directly reports to the Human Resources Manager with significant contact with Executive Staff, On-site General Managers, Supervisors, and employees.

Manager, Human Resources

KARL STORZ Imaging, Inc. - Goleta, CA

Responsible for planning, directing and coordinating site human resources activities in the areas of employee relations, change management, recruitment, retention, employee development & training, business continuity, and HR compliance.

Employee Relations Representative

Retirement Housing Foundation - Long Beach, CA

RHF is a national not-for-profit organization with its headquarters in Long Beach, California. For more

than 50 years, RHF has developed, provided & managed housing & services for older adults, low-income families & persons with disabilities throughout the U.S., Washington D.C., Puerto Rico & U.S. Virgin Islands. Background check & drug screen required. Submit your resume with salary history to employment@rhf.org or fax to 562/430-8723. See RHF's website at www.rhf.org for company information.

Human Resources Director

IAPMO - Ontario, CA, CA

The IAPMO commitment to serving the plumbing and mechanical communities around the world has never been stronger. Since first developing the Uniform Plumbing Code in 1945, IAPMO has been dedicated to the orderly yet aggressive evolution of codes and product standards best able to address the needs of the public and the plumbing/mechanical communities in hundreds of jurisdictions.

Human Resources Administrator

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Manager of Employee Enrichment and Support Services

California State University, Northridge - Northridge, CA

Under general supervision of the Associate Director of Employee Relations, the incumbent is responsible for developing, organizing, executing, and managing support mechanisms, programming, services and initiatives of Employee Enrichment and Support Services, including clinical, educational, and administrative aspects. OPEN UNTIL FILLED. For more detailed information and to APPLY please view the link below: www.csun.edu/jobs

Human Resource Manager

Associated Students, Inc. - Los Angeles - San Gabriel Area, CA

Would you enjoy working on a beautiful college campus with a great staff of college students and professionals? Check out Associated Students, Inc. on the campus of Cal Poly Pomona.

HR Generalist/Recruiter

Entertainment Partners - Burbank, CA

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Human Resources Manager

Pat M. DiFuria & Associates - Stockton, CA

HR Manager Food Processing Location: Stockton, CA Area Salary: \$90,000 K Full Benefits plus bonus
Experience: Must have five or more years of direct experience in Human Resources and Labor Relations in a food and manufacturing environment. Must have union experience. Bilingual preferred. Education: Bachelor's degree in an HR or business related field required

Human Resources Manager

The Travel Corporation USA - Anaheim, CA

Human Resources Manager will be responsible for many facets of key human resource activities for the Company. This position is also responsible for the payroll function and management of a staff of Human Resources professionals.

Diversity Equal Employment Opportunity Investigator

MARTA - Atlanta, GA

Under general supervision, gathers information, conducts investigations, negotiates corrective action settlements and prepares narrative reports on internal discrimination claims. Provides employee counseling, management guidance and agency training on policies and procedures that pertain to equal employment opportunity. Has the authority to affect, interpret, or implement management policies or operating practices. Investigates and resolves matters of significance on behalf of management.

More human resource jobs

Human Resource Director

ManagEase, Inc. - Irvine, CA

Leading HR and payroll outsourcing company located in Orange County has immediate opening for HR Director to manage and consult with client accounts. Work in the field throughout Southern California and complete occasional short out-of-state assignments. Successful candidate will be flexible and able to get up to speed with new accounts quickly.

Benefits Specialist

Total HR - La Crescenta, CA

A Human Resources company in La Crescenta is currently searching for a Benefits Specialist. This individual will be deadline driven, have impeccable follow-up, and be able to support a growing benefits department. Qualified applicants are encouraged to apply by sending an email to dominique@totalhrmgmt.com

Benefits Coordinator

Shutters on the Beach - Santa Monica, CA

Shutters on the Beach and hotel Casa Del Mar, both Leading Hotels of the World, are looking for an experienced Benefits Coordinator to join their Human Resources Department. Some of the duties include assisting employees with benefits, maintain employee data base, supplement payroll, manage all insurance billings and maintain employee files, administers various employee benefit programs, such as group insurance, life, medical and dental, accident and disability, insurance, and health...

Administrative Assistant - Human Resources, Finance, Administration

Conrad N. Hilton Foundation - Agoura Hills, CA

The Conrad N. Hilton Foundation was created in 1944 by international business pioneer Conrad N. Hilton, who founded Hilton Hotels and left his fortune to help the world's disadvantaged and vulnerable people. The Foundation currently conducts strategic initiatives in five priority areas: providing safe water, ending chronic homelessness, preventing substance abuse, caring for vulnerable children, and extending Conrad Hiltons support for the work of Catholic Sisters.

Human Resources Generalist

Phenomenex.com - Torrance, CA

The Human Resources Generalist is responsible for partnering with internal customers (management and supervisory staff) to develop value-added human resources solutions, and act as point of contact with employees on human resources issues.

Senior Human Capital Consultant

TriNet Corp. - Irvine, CA

Join an organization and an office on the move. TriNet is a growing organization that provides payroll, benefits and HR consulting to 173,000 employees nation-wide. Our goal for this role is for you to become a trusted business partner for our customers. This is not a sales job. You will advise a variety of customers in a variety of industries in all things HR related. We believe that HR done well provides a competitive advantage to our customers. Be part of this great story!

Human Resources Manager

Autism Spectrum Therapies - Burbank, CA

The Human Resources Manager (HRM) is responsible for implementing the overall strategic direction of Human Resources.

Human Resource Assistant

Keolis Transit - Los Angeles, CA

Under general supervision, using initiative and independent judgment within established guidelines, provides varied, responsible, complex and confidential administrative assistance to Human Resources Department and will perform related duties as assigned.

View more jobs at the PIHRA Career Center

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



The SHRM Job Board also has local opportunities at http://jobs.shrm.org/home/index.cfm?site_id=1612

Job ID:	12472591	Posted:	February 28, 2013
Position Title:	HR Director	Job Duration:	Indefinite
Company Name:	Sky Chefs, Inc.	Relocation Costs paid:	Negotiable
Company Industry:	Manufacturing (non-durable goods)	Min Education:	BA/BS/Undergraduate
Job Function:	Benefits, Compensation, EEO/Affirmative Action, Employee Relations, Employment/Recruitment, Training/Development	Min Experience:	Over 10 Years
Entry Level:	No	Required Travel:	50-75%
Employment Type:	Full-Time	Required/Preferred Certifications:	PHR, SPHR
Location(s):	Los Angeles, California, 90045, United States		

Job ID:	12779350	Posted:	March 22, 2013
Position Title:	Vice Chancellor of Human Resources	Job Duration:	Indefinite
Company Name:	Los Angeles Community College District	Relocation Costs paid:	Negotiable
		Min Education:	Master's Degree

Company Industry:	Educational Services	Min Experience:	5-7 Years
Job Function:	Administrative, Benefits, Compensation, Diversity, EEO/Affirmative Action, Employee Asst. Programs, Employee Relations, Employment/Recruitment, HR Generalist, HRIS, Labor/Industrial Relations, Training/Development	Required Travel:	0-10%
		Salary:	\$163,292.00 - \$191,732.00 (Yearly Salary)
Entry Level:	No		
Employment Type:	Full-Time		
Location(s):	Los Angeles, California, 90017, United States		

Job ID:	12703216	Posted:	March 18, 2013
Position Title:	Benefits Administrator	Entry Level:	No
Company Name:	Otis College of Art and Design	Employment Type:	Full-Time
		Min Education:	BA/BS/Undergraduate
Company Industry:	Educational Services	Min Experience:	5-7 Years
Job Function:	Benefits		
Location(s):	Los Angeles, California, 90045, United States		

Job ID:	12473144	Posted:	March 5, 2013
Position Title:	HR Director	Job Duration:	Indefinite
Company Name:	Confidential	Relocation Costs paid:	None
Company Industry:	Services (nonprofit)	Min Education:	BA/BS/Undergraduate
			e
Job Function:	Communications, Employee Relations, Labor/Industrial Relations, Organizational Development	Min Experience:	5-7 Years
		Required Travel:	0-10%
		Required/Preferred Certifications:	SPHR
Entry Level:	No		
Employment Type:	Full-Time		
Location(s):	Los Angeles, California, 90036, United States		

Job ID:	12456776	Posted:	February 27, 2013
Position Title:	Director of Employee and Labor Relations	Job Duration:	Indefinite
Company Name:	Keolis Transportation	Relocation Costs paid:	None
Company Industry:	Transportation	Min Education:	BA/BS/Undergraduate
Job Function:	Labor/Industrial Relations	Min Experience:	3-5 Years
Entry Level:	No	Required Travel:	50-75%
Employment Type:	Full-Time	Required/Preferred Certifications:	PHR, SPHR
Location(s):	Los Angeles, California, 90045, United States		



The LACABA Job Board has compensation opportunities:
<http://www.lacaba.org/job-listing.htm>

CB and Associates frequently has local opportunities:
www.cbrecruiters.com

I have a VP of HR opening in the South Bay.

Must have minimum 10 years' experience in HR Management and Corporate as well as Field Retail Store HR experience. Apparel retail experience preferred. Multi state responsibility.

Please contact me directly for further details.

Cindy Belicka, CB & ASSOCIATES INC. Executive Search
310-374-2856 phone or 509-694-5981 fax
cbelicka@aol.com email www.cbrecruiters.com
<http://www.linkedin.com/pub/cindy-belicka/0/b68/57>

Human Resources Director (Bell Gardens, CA)

Human Services Association, a nonprofit organization, has a full-time opportunity for an experienced Human Resources management professional looking for the next career step. Our mission is to provide families with compassionate and comprehensive care to promote wellness and build strong communities. The HRD will supervise a part-time HR Assistant and oversee the HR operations for 150 employees.

Summary of Responsibilities

The Human Resource Director will report to the Chief Executive Officer. Responsibilities and essential job functions include, but are not limited to the following:

- Partner with the Chief Executive Officer and provide support to managers and employees with general human resources, benefits, and employment questions
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements
- Manages employee relations resolving questions and concerns, conducting investigations and making recommendations for effective resolution
- Manage recruiting process including posting ads, conducting phone interviews, coordinating interview

schedules, following-up with candidates and assisting managers

- Conduct new employee "on boarding" including conducting new hire orientation, review, verify and process all new hire paperwork and coordinate benefit enrollment information
- Manages leaves of absence including PDL, FMLA/CFRA, PFL and ensures timely notification and compliance with policies and laws
- Maintains employee benefits programs and informs employees of benefits
- Coordinates workers' compensation process and maintaining documentation

Skills

- Good working knowledge of California employment laws and the ability to interpret them
- Good communication and presentation skills
- Bilingual (English/Spanish), preferred but not required
- Ability to effectively present information and respond to questions from management, and employees
- High level of interpersonal skills, integrity and the ability to keep information confidential
- Able to assess future HR opportunities and challenges
- High level of attention to detail and the ability to manage multiple priorities with competing deadlines
- Proficiency in Microsoft Office and internet research
- Ability to write reports, business correspondence, and procedure manuals

Education/Experience

- 5 years of related experience in a similar role in an organization of at least 50 employees
- A Bachelor's Degree in a related field preferred and/or equivalent work experience
- A certificate in human resources from an accredited institution preferred

How to Apply

Please send resume to hrd-c6587@hrjobdept.com

Unfortunately, due to the volume of resumes, we cannot accept direct inquiries about this position.

I have an excellent opportunity for an experienced **payroll administrator**. I am looking for someone to join the administrative team as we re-organize HR and payroll, update processes and procedures and augment programs.

SCI-Arc is recognized nationally for its excellence in the field of architecture. The environment is casual with a flexible schedule, good benefits and working in the exciting arts district. Located just east of Little Tokyo.

The Human Resources/Payroll Coordinator will assist the Human Resources Director in the delivery of HR programs and payroll in support of SCI-Arc's mission. SCI-Arc has a faculty of approximately 80 faculty and 50 full time staff, in addition to 70 plus student workers.

SCI-Arc is a center of innovation and one of the nation's few independent architecture schools, offering: - undergraduate programs: <http://www.sciarc.edu/portal/programs/undergraduate/index.html>> and - graduate programs: <http://www.sciarc.edu/portal/programs/graduate/index.html>> programs.

We are dedicated to educating architects who will imagine and shape the future.

Located in a quarter-mile long former freight depot in the artist's district in the heart of Los Angeles, SCI-Arc is distinguished by the vibrant atmosphere of its studios, providing students with a uniquely inspiring environment in which to study Architecture.

The HR department is charged with providing a full range of programs, in support of the faculty and staff.

For a full job description please see the position announcement at:
<http://www.sciarc.edu/portal/about/employment/index.html>

HR Assistant:

Los Angeles, California, United States

Position Type: Part-Time

Shift: 20-31 hours per week

Schedule: Monday to Friday

Language: English Required

Job Description

- Set up and maintain employee files
- Conduct background investigations and reference checks
- Process applicants and maintain employee files
- Perform general HR functions daily
- Process paperwork for status changes and terminations
- Generate and maintain the Turnover Report
- Oversee the maintenance and administration of the Employee Referral Program
- Maintain and update daily/weekly information for necessary reports

Required Skills

- Must be HIGHLY organized and detail-oriented
- Must have STRONG Customer Service Skills
- Computer skills, including WORD and EXCEL (CREATE spreadsheets)
- Should be able to type 35 WPM
- Ability to work and handle multi-tasks within specific time constraints
- Must meet deadlines on several projects concurrently
- Capable of working independently and be a self-starter
- Strong communication skills, both written and verbal
- Able to work independently with excellent follow through
- Strong and upbeat telephone skills
- Able to develop and maintain excellent and professional relationships with people at all levels
- Must pay close attention to details
- Able to occasionally work extended hours

Required Experience

- The following experience is a plus:
- Previous work experience in an HR department
- Previous administration experience

Contact: Gonca Camacho

goncacamacho@hallmark-aviation.com

recruiter@hallmark-aviation.com

INTERIM HR CONTRACTOR

While we are recruiting for the full-time HR Manager / Generalist role (*see next entry*), we are also looking for a HR Contractor to help assist us on an interim basis with Workers Compensation Claims, some general benefits administration assistance and other high-level generalist duties. If the Contractor has experience with either the Benetrac benefits system or the Ultipro HRIS system, that would be beneficial but not required. The Assignment duration is dependent on the success of the recruiting of the HR Manager, but likely it would be one to three month range.

Please have HR Contractor candidates send their resumes and fee ranges directly to my attention via my e-mail below, as well as submitting information their information to the below link:

Bruce Watkins, SPHR

Emser Tile, LLC

brucewatkins@emser.com

FOR MORE INFORMATION AND TO APPLY: <http://mypijobs.com/j/l.cfm/144847>

Human Resources Manager / Senior Generalist
Emser Tile - Greater Los Angeles Area

Job Description

Emser Tile, the Nation's leading importer / distributor of artisan ceramic / porcelain / glass and metal tiles and natural stone flooring and building products, seeks an experienced Human Resources Manager or Senior Generalist-level professional for our growing HR Department. This role, located at our Corporate office in West Hollywood, California, supports our national wholesale Branch division, the Distribution group and the Corporate office. Reporting to the Director of Human Resources, this key Human Resources individual (which could be a very strong and autonomous Senior HR Generalist or an HR Manager-level person) is more than a mid-level department supervisor. The individual will be entrusted with oversight of several key functions, and will be making important decisions on behalf of the Company. The successful candidate will regularly interface with top Company leaders and also administer detailed programs and processes with solid command. Emser Tile is a strong and financial sound company that has been stable and profitable throughout every quarter of this very long recession, and the successful HR Manager / Senior Generalist candidate will play an important role in maintaining and growing that success. Over time, this role will be provided increasing growth opportunities, and will co-manage one or more support personnel.

This corporate-level broad Generalist function will divide time between:

- Directly managing and administering Benefits, Workers' Compensation and other general HR core functions
- Acting as a lead on HR module / system development and implementation for our Ultipro HRIS system
- Overseeing the coordination of HR training and employee engagement efforts
- Directly managing and/or partnering with the Director of Human Resources on employee relations issues
- Co-Managing the HR Coordinator support position
- Backing-up Recruiting Manager when needed
- Partnering with senior Company management on a variety of tasks and projects

Desired Skills & Experience

The successful candidate for this role will possess:

- Experience in a Senior Generalist or Manager-level HR role in a high-volume and service-oriented environment
- A strong attention to detail and proven multi-tasking and follow through skills
- Experience in a self-managing environment, and success in personally owning and completing assigned projects
- A track record of exemplary written and verbal communication skills, customer service and Company Brand representation
- Solid competence with Microsoft Office applications and aptitude to quickly learn and become an expert in utilizing an HRIS platform (Ultipro preferred, but not required)

Company Description

Established in 1968, Emser Tile, headquartered in Los Angeles, has become the leading supplier of the world's finest tile and natural stone. Through our international production network and product development expertise, we offer a myriad of possibilities that help dealers, homebuilders, commercial builders, contractors; architects and designers bring their ideas to life. Emser products are frequently used in residential and commercial projects throughout the United States including the following: homes, condominiums, apartment buildings, hotels, malls and educational facilities. Although Emser has grown rapidly in response to changing trends and technology, our dedication to outstanding quality and service has remained as strong as ever.

Additional Information

Posted: March 21, 2013

Type: Full-time
Experience: Mid-Senior level
Functions: Human Resources
Industries: Building Materials Job ID:5168128

Qualified candidates are encouraged to apply and answer a brief questionnaire on-line by clicking the link below.
Please note that candidates are requested to submit a complete work and compensation history.
<http://emser.submit4jobs.com/index.cfm?fuseaction=jobs.apply&CID=83037&JID=0>

Our client is seeking a **Director, Benefits** to join the team at our Support Office in West Los Angeles, California.

SUMMARY:

The Director of Benefits is responsible for the design, implementation, administration and communication of the company's benefits plans, while maintaining costs savings and compliance for a large, nationwide employee population.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- In collaboration with Senior Management, establishes short-term and long-term strategies related to the company's Benefits programs, plans and vendor relationships
- Ensures that the plans are administered in accordance with applicable laws, regulations and plan documents
- Provides recommendations to provide cost-effectiveness and competitiveness of the company's Benefits offerings
- Monitors claims experience and trends, and recommends cost management strategies
- Manages the annual renewal process for company's health plans
- Participates in the financial forecasting and budgeting process
- Heads selection team to contract and/or renew benefits carriers and associated vendors
- Oversees all aspects of Benefits Administration in correspondence with the HRIS, Payroll and HR Policy. This includes Medical, Dental, Life, Voluntary Life, Vision, STD/LTD, COBRA, 401(k),
- EAP and additional ancillary benefits
- Manages a team of Benefits Specialists in charge of serving a large scale national client group
- Insures collaboration between payroll and accounting is smooth to ensure compliance, data integrity and adherence to established processes
- Updates Management, Human Resources and Talent Acquisition to changes and in Benefits plans
- Oversees benefits-related aspects of acquisitions
- Manages annual open enrollment and the coordination of carrier presentations and health fairs as needed
- Manages all aspects of employee communication with respect to benefits, including announcements, information packages, and updating plan documents
- Monitors legislative changes and trends and ensure Company is in compliance with all applicable federal laws and regulations
- Manages relationships with third-party HR vendor resources, benefit carriers, TPAs, etc
- Assists with timely completion of annual non-discrimination testing, 5500's and audited financial statements for 401(k) plan
- Administers and oversees Leave Management (LOAs)
- Updates Employee Handbook, SOPs and Policies and Procedures as needed

REQUIRED COMPETENCIES & QUALIFICATIONS:

- 7 + years of experience successfully handling all aspects of employee benefits including health/welfare, including Medical, Dental, Life, Voluntary Life, Vision, STD/LTD, COBRA, Health Care
- Reform and HIPAA

- Prior experience managing direct reports
- Excellent customer service skills and ability to interact with all levels of staff and management
- Excellent verbal and written communication skills
- Excellent analytical skills
- Excellent customer service skills and ability to interface with all levels of staff and management.
- Experience working with HRIS/benefit systems
- MS office: particularly Excel, PowerPoint, Word
- Strengths with HRIS reporting tools
- Bachelor's Degree required
- CEBS Preferred

PHYSICAL DEMANDS:

Work is generally performed in an office environment. Ability to sit for long periods of time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information in this position description indicates the general nature and level of work to be performed. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Management reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change (for example, emergencies, change in personnel, workload, or technical development).

BENEFITS:

We offer competitive compensation along with a comprehensive benefits package, including: medical/dental/vision and paid vacation/sick days (for F/T employees), 401(k), generous employee discounts and more!

CONTACT:

Laura York, Recruiting Director
 VACO Los Angeles, LLC 6701 Center Drive West, Suite 960, Los Angeles, CA 90045
 Phone (310) 693-0494 Office (310) 693-0490 Cell (310) 686-4415
 Email: Lyork@vaco.com
www.vaco.com

JOB POSTING #306

TITLE: **HR Business Partner**

INDUSTRY: Bio-Tech

LOCATION: **Carlsbad, CA**

COMPENSATION: Depends on experience

RELOCATION: Local candidates preferred, will consider relocation

SUMMARY:

- Strategic, HR Business Partner role working closely with leadership
- Drive HR initiatives (i.e. organization development, talent management, talent acquisition, change management, etc.) to support the company's global supply chain group
- Identify performance and talent gaps and then develop and implement strategies to eliminate them
- Provide coaching and feedback to leaders to build the company's global leadership capability

REQUIREMENTS:

- 7+ years of HR Generalist experience
- Strong background in driving change, organization development, talent management, and shaping culture
- Excellent communicator and relationship builder
- Strongly prefer supply chain, or similar industry, experience
- Bachelors Degree

To apply, please visit: http://hrsearchpros.com/Job_Openings.html

Abode Communities is a non-profit organization (165 employees) headquartered in **downtown Los Angeles** that develops, designs, builds and manages affordable housing communities throughout the greater Los Angeles area. We have an immediate need for an experienced **HR Generalist** with demonstrated strength in Payroll (specifically the ADP/Workforce Now platform and Paychex TLO timekeeping). The position will manage the payroll function and administer all employee benefit programs (including Workers Compensation/Workplace Safety) and perform other HR generalist duties (e.g. nonexempt recruiting and day-to-day application of HR policies/labor laws). Must have proficiency in the Microsoft Office Suite and internet search functions. The position reports to the Director of Human Resources and Administration. Qualified candidates should be degreed and have a minimum of 5 years' experience in the above functions.

"Soft skills" are also critically important in this role. These include but are not limited to:

- * Communication skills (written/oral) and ability to engage employees at all levels in the organization; this includes presentation skills in front of an audience of managers and employees
- * Self-confidence, poise and professional demeanor/appearance
- * Intellectual curiosity, commitment to pursuing all reasonable options and solutions to a problem
- * Time management and self-discipline
- * Attention to detail accuracy and expense management

Abode Communities offers a 9/80 flexible work schedule, competitive pay and full employee benefit program that includes medical, dental, vision and life insurance, Short Term and Long Term Disability plans, Flexible Spending Accounts, 401K plan with matching contributions, and paid parking (or free annual Metro transit pass). Candidates with prior non-profit organization experience are preferred.

Please send your resume to:

Eugene F. Aldava, Director, Human Resources & Administration for Abode Communities
701 E. Third Street, Suite 400, Los Angeles, CA 90013 T: 213.225.2742; F: 213.225.2743
galdava@abodecommunities.org

HRIS Analyst

Position Summary

The primary purpose of this position is to coordinate human resources systems, data, projects and reports. To assist in maintaining system integrity, to utilize data and information to recommend, create and carry out process improvement opportunities. Responsible for facilitating, and/or assisting with, system conversions/upgrades, customizations and supporting the reporting needs of the HR, Benefits, and Workers' Comp/Risk teams. Additional duties include: processing incentive compensation programs, increase processes, and facilitating the company newsletter process.

Duties and Responsibilities

- Set overall direction of the HRIS strategy to ascertain organizational needs.
- Recommend, plan, and deploy data/system solutions through developing formal plan for carrying out each assigned project, using appropriate planning methods and experimental design and testing.
- Assists with or facilitates upgrades, updates and system implementations.
- Manage day-to-day reporting requests, and maintaining various tables/codes in the HRIS system.
- Establish procedures on various HRIS data/system processing
- Train and guide users in utilizing HRIS and Reporting System
- Develop and prepare reports to meet User requests and needs for human resource related data.
- Help maintain data integrity in systems by running queries and analyzing data.
- Coordinate, maintain and enhance HRIS in conjunction with the user areas of information systems.

- Research, analyze, troubleshoot and assist in resolving HRIS based problems.
- Maintain awareness of current trends within HRIS with a focus on product and service development.
- Facilitate alterations to existing programs as necessary.
- Performs additional duties as assigned by Management.

Education

- Associates Degree in Computer Science, Business Administration or a related field preferred.
- Significant work experience might be acceptable in lieu of educational requirement as approved by Department Manager.

Experience

- 3-5 years' experience as a Human Resources Analyst specializing in HR systems development, implementation and metrics.

Specific Requirements

- Strong understanding of HR processes and data.
- Thorough knowledge of MS Word, Excel and PowerPoint.
- ADP Enterprise and Report Smith experience – v3 and v5.
- SQL experience preferred.
- Effective organizational and interpersonal skills including written and verbal communication skills.
- Previous exposure to project-related activities through active participation in system-related projects.

CONTACT John Raskin, Director of Account Services and Principal Executive Recruiter
Healthcare Search Associates
Rasksearch@aol.com
818 838 1311 - Direct Line
<http://www.linkedin.com/in/healthcaresearch>

I am the **head of HR & Operations** at my 65 person company based in **West LA** and will be heading out on maternity leave in early June. We want to hire someone at least 3 days a week to work during my leave to cover our HR needs (I am the only HR person at the company - so I do everything in that area) as well as some of our Operation's needs (there is a part time Operations Assistant that handles the day to day office management areas).

If you are interested in learning more - or know someone who might be interested, please let me know.

Vickie Whatley
Shout! Factory
Socal5girl@yahoo.com
www.shoutfactory.com

Human Resources Generalist
Los Angeles

Under minimal supervision, the Human Resources Generalist will be responsible for providing generalist

support for the day-to-day HR operations for the Los Angeles Business Office. The selected candidate will be the first point of contact for the Los Angeles Office for general employee relations issues, compensation, employee benefits, and company policies, practices and procedures. The position will ensure effective delivery of HR core processes and compliance with relevant company guidelines, policies and practices. This position will also provide HR support for the other offices in the Western region to include, but not limited to, recruitment and staffing, report writing, documentation processing, new hire orientation and other projects as assigned. This position reports to the Executive Director of Human Resources for the Western Region.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to:

- Administers various human resources procedures such as leave management; worker's compensation and evaluation process.
- Support the recruitment effort for all exempt and non-exempt personnel in the Western Region.
- Administers New Employee Orientation and on-boarding for Western Region.
- Improves manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees.
- Participates in staff meetings and attends other meetings to build and maintain relationships with client base.
- Prepare various reports and analyze data as relates to employment and recruitment.
- Provide support, guidance, and direction to employees regarding employee relations issues; compensation and benefits programs.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Performs other related duties as required and assigned.

EDUCATION and/or EXPERIENCE

- Bachelor's degree required in HR or related field
- 3 - 5 years related HR experience at the generalist level
- Familiar with California State and local employment laws and regulations

LICENSURE and/or CERTIFICATION

Professional in Human Resources (PHR) certification preferred.

<http://is.gd/QaHKgS>

I'm recruiting for a **Benefits Specialist**, requiring just a few years of benefits experience (including open enrollment). We're hiring immediately, so I'll get back to you quickly.

If you email me at Mary@totalhrmgmt.com, I can send you a more detailed job description.

Director of Human Resource (Orange County, CA)

Director of Human Resources with a broad background in Human Resources and who has demonstrated a track record of success in a fast paced dynamic environment.

Please forward a copy of your resume to joaquin.gonzalez@remx.com

Director, HR position available now for Boutique Professional Services Company
(Santa Monica/Malibu -- local candidates only)

Job Summary:

This west-side based professional services company, with approximately 100 employees, is searching for a Director, Human Resources, reporting into the General Counsel, to support our Executive Team. Within this work hard, play hard professionally-structured environment, the Human Resources Director, is responsible for directing all aspects of the human resources function in coordination with firm wide objectives and policies. The HR Director serves as a consultant to the Executive team on human resources related issues, acts as a change agent, assesses and anticipates HR-related needs, and seeks to develop integrated solutions.

Job Duties & Responsibilities:

- **CROSS-FUNCTIONAL:** Provide expertise and hands-on support to managers and employees in various areas of HR including Recruitment and Selection, Payroll, Retention, Employee Relations, Policies & Procedures, Federal and State Regulations, Compensation and Benefits Management, Training and Organizational Development, HR Systems & Technology
- **STRATEGY & ANALYSIS:** Understand, Analyze, Strategize and Assess current HR Operations in order to opine recommendations, and implement new policies and procedures
- **BENEFITS:** Oversee cost effectiveness and overall administration for US Benefits programs including Health Insurance, 401(k), and Flexible Spending Account programs.
- **RECRUITMENT:** Oversee and participate in the Recruiting, Hiring and Onboarding of US employees.
- **EVENTS:** With the events team, plan, coordinate and execute employee events including annual holiday party, employee lunches, annual service award reception and other events/activities
- **EMPLOYEE RELATIONS:** Provide on-the-ground support and be a sounding board for both management and non-supervisory staff on a daily basis.
- Develop, coordinate and implement projects/initiatives in HR functional areas such as Compensation, Training and Development, Organizational Development and Employee Communication

Job Requirements:

- A Bachelor's degree in Human Resources or a related field is required. A Master's Degree in Human Resources, Industrial/Labor Relations or business is highly desirable
- A highly strategic person with a minimum of 6-10 years of human resources experience and at least three years managing a team of HR professionals
- An experienced leader and human resource executive with global knowledge and/or experience and finance/professional services firm are highly desirable
- Experience with a Fortune 500 with best practices in Human Resources is also highly desirable
- An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills – a people person
- Excellent communication and interpersonal skills with both management and non-management employees is critical.
- Diverse experiences in managing a range of administrative areas of responsibility

Kindly Refer All Candidates and Resumes to:

Contact: Seth E. Santoro

email: Seth@DeborahMoroz.com

We are looking for a Head of **HR Business Partners in the Los Angeles**, CA area. The experience we are targeting is; 10 - 15 years' experience (min 7 years as a leader) with increasing responsibility managing in transition environments, including a proven track record of strategic support of senior executives, leveraging consequence thinking with short-term planning and execution. Proven experience managing geographically disbursed teams, with significant budget responsibility (greater than \$5 million).

The scope of the role is national and would require some travel.

Gina Kiestler Executive Recruiter Gina.kestler@farmersinsurance 323-932-3821

We have an opening for one of Jackson's Four Broker Dealers in **Santa Monica**. We are looking for a **Director** to manage the HR team and act as a partnership/consultants to the Business Units.

Traci Sandler Reiter, Assistant Vice President, National Recruiting
Jackson, Curian, NPH 303-224-7568 voice 303-846-3908 fax
traci.reiter@jackson.com

Hands-on, **VP, Human Resources** position at a well-endowed federally-funded Community Health Center located in the **South Los Angeles** area. This position is available right now and the Company itself has been looking for two months now. They want the incumbent individual to start yesterday!

Job Summary:

This federally privileged and esteemed Community Health Center located in South LA offers free and low cost quality health services to the entire family. This health center has been a pillar in the community for over 40 years.

This extremely hands-on VP, Human Resources role will provide the leadership and coordination of company's Human Resource functions through the development, implementation and management of corporate Human Resources strategy and programs. This person will also have the demonstrated proven ability to work with Executives and The Board as a strategic business partner to drive company initiatives through the Human Resource function.

Job Duties and Responsibilities:

Employee Relations-

- Formulates and recommends employee relations practices necessary to establish a positive employer-employee relationship and promotes a high level of employee morale
- Develops and coordinates grievances and mediates workplace disputes
- Identifies legal requirements and government reporting regulations affecting Human Resources function (e.g. OSHA, EEO, TEFRA, ERISA, Wage & Hour)

Organizational Planning and Development-

- Establishes and implements short- and long-range departmental goals through objectives, annual and divisional budgets, programs, policies and operating procedures, and best practices
- Evaluates company culture and provides recommendations on changes to accomplish company goals and objectives.
- Plans and prepares strategic employee communications as necessary.

Talent Acquisition-

- Oversees and participates in the recruiting, hiring and onboarding of all hospital employees.
- Manages the strategy, development, processes, coordination and execution of employee recruitment, selection, promotion and succession planning to ensure proper and effective staffing of positions.

Benefits Administration-

- Oversees and administers US benefits programs including health insurance, 401(k), and flexible spending account programs.
- Responsibilities include cost effective and cost containments for annual health plan renewals, 401(k) annual plan audit and compliance testing, and processing benefit enrollments, changes and billing.

Payroll & Comp-

- Establishes wage and salary structure, pay policies and performance appraisal programs
- Oversees compensation programs to ensure regulatory compliance and competitive salary levels
- Oversees the design and development of compensation strategy and programs

Legal Aspects of HR Management-

- Monitors exposure of the company
- Acts as primary contact with labor counsel and outside government agencies.
- Protects employees and company in accordance with company Human Resources policies and governmental laws and regulations.
- Complies with federal, state and local legal requirements by studying existing and new legislation.

HCM Systems-

- Evaluates procedures and technology solution to improve overall Human Resources data management

Employee Orientation, Development and Training-

- Creates company strategic training and organizational development plan to meet personal, professional and organization needs of company employees.
- Establishes in-house management training programs that address company's needs across divisions (e.g. MBO, Performance Appraisal, and Interviewing).
- Participate in the development, coordination and implementation of projects/initiatives in HR functional areas such as compensation, training and development, organizational development and employee communication.

Job Requirements:

- A Bachelor's degree in Human Resources or a related field is required. A Master's Degree in Human Resources, Industrial/Labor Relations or business is highly desirable
- A highly strategic person with a minimum of 10-15 years of human resources experience and at least five years managing a team of HR professionals
- Experience with federally-funded and/or non-profit hospitals
- An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills
- Employee Relations specialist to handle all types of situations
- Knowledge of federal, state and local employment, wage and salary laws and regulations. Ability to interpret and advise on the application of EEO/AA laws
- Proven track record for strategic thinking, planning, execution and building HR infrastructure in accordance with best practices
- Excellent communication and interpersonal skills with both management and non-management employees is critical

CONTACT: Seth E. Santoro, HR Consultant

Seth@DeborahMoroz.com

HROIC at 323-204-2974

Attached are jobs available. In the interest of time, the postings are fairly basic—I'm happy to answer any questions.

- 1) An **Administrative Assistant** job is in an 'industrial/construction' environment, so the person would have to be comfortable in that setting. \$12+/DOE
- 2) A **Benefits Specialist** job only requires a few years of experience, so the salary is commensurate. \$35K++/DOE.

The salaries are relatively low but there's some room for negotiation.

Please let me know if you have any questions.
Mary Hatz, SPHR/MBA, Total HR
4005 Pennsylvania Ave, La Crescenta, CA 91214
800.975.5128 / 818.248.0049
mary@totalhrmgmt.com or www.totalhrmgmt.com

Human Resources Generalist **Los Angeles**

External Job Description

Under minimal supervision, the Human Resources Generalist will be responsible for providing generalist support for the day-to-day HR operations for the Los Angeles Business Office. The selected candidate will be the first point of contact for the Los Angeles Office for general employee relations issues, compensation, employee benefits, and company policies, practices and procedures. The position will ensure effective delivery of HR core processes and compliance with relevant company guidelines, policies and practices. This position will also provide HR support for the other offices in the Western region to include, but not limited to, recruitment and staffing, report writing, documentation processing, new hire orientation and other projects as assigned. This position reports to the Executive Director of Human Resources for the Western Region.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to:

- Administers various human resources procedures such as leave management; worker's compensation and evaluation process.
- Support the recruitment effort for all exempt and non-exempt personnel in the Western Region.
- Administers New Employee Orientation and on-boarding for Western Region.
- Improves manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees.
- Participates in staff meetings and attends other meetings to build and maintain relationships with client base.
- Prepare various reports and analyze data as relates to employment and recruitment.
- Provide support, guidance, and direction to employees regarding employee relations issues; compensation and benefits programs.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management

on needed actions.

- Performs other related duties as required and assigned.

External Requirements

EDUCATION and/or EXPERIENCE

- Bachelor's degree required in HR or related field
- 3 - 5 years related HR experience at the generalist level Familiar with California State and local employment laws and regulations

LICENSURE and/or CERTIFICATION

- Professional in Human Resources (PHR) certification preferred.

We are committed to ensuring that our website is accessible to everyone and meets current ADA guidelines. The site is designed to function with most industry-standard screen readers. If you have any difficulty using the online application process due to a disability, please contact us at recruiting@laureate.net so we may assist you.

Laureate Education, Inc. and its parents, subsidiaries and affiliates are equal opportunity employers. EOE.

Opening for a **HR Manager** for a non-union facility in **Victorville**, CA. Salary approximately \$50K/year
Email me directly for more information.

Sharon Page, SPHR, The HR Edge
7486 SVL Box Victorville, CA 92395
760-218-6960 or sharon@hredgeonline.com

Senior Human Resources Business Partner-1201805-M

Primary Location CA-**Los Angeles**

Schedule Full-time

Description

At DIRECTV, growth, global expansion and transformation are the key organizational commitments for 2013 and beyond. DIRECTV is committed to creating the best employee experience that will engage, inspire and develop our talent for the future, prepare more than 16,000 employees in the U.S. and 8,000 employees in Latin America to deliver the best customer experience and provide career defining experiences for our top talent. And as strategic talent advisors and business savvy partners, the Human Resources team is responsible for the delivering our game changing mission.

As a member of DIRECTV's Enterprise HR team, the Human Resources Business Partner (HRBP) provides HR leadership to assigned business units at the company's corporate offices in El Segundo. This role is currently assigned to support DIRECTV's Finance and Accounting organization, but HRBP's are often rotated for learning and growth opportunities. Specific responsibilities include:

- Driving key HR initiatives across departments, including staffing, performance management, compensation planning, succession planning, training and development, rewards and recognition, organizational effectiveness and employee communication.
 - Creating and executing a comprehensive employee relations strategy.
 - Partnering closely with functional leadership on growth strategies and cost challenges; provide HR guidance and input on decisions and execute in order to enable these strategies.
 - Working with managers to build a career path for employees, identifying opportunities for training, new skill acquisition, and advancement.
 - Helping to drive change within the organization, to include adoption of new technologies, workflows, staffing models, and organization structures.
-

- Identifying and recruiting key talent to staff critical roles and build a world-class bench.
- Providing executive coaching to department leaders, offering feedback and advice on employee and organizational issues.
- Collaborating on a strategic and tactical level with operating leaders on a variety of Human Resource and business-related initiatives to support organization and operational goals.
- Providing interpretation of HR policies, practices and procedures to employees and managers.
- Working with operating leaders and HR counterparts on reorganization and integration activities as required.
- Working with leaders and employees to establish and maintain a positive work environment, which encourages the full use of diverse talents and abilities; act as an employee advocate, help drive various corporate and division business initiatives.

Qualifications

- Bachelor's degree in Human Resources or related field required, advanced degree preferred.
- Minimum five years professional experience in HR Generalist/Business Partner or related roles.
- Strong business acumen, facilitation, conflict resolution and communication skills.
- Experience building strong business partnerships and executive presence: able to establish credibility and rapport with operating leaders.
- Project and process management skills along with a demonstrated track record of delivering results.
- Excellent interpersonal and communication skills, strong client-support orientation, and the ability to work effectively with all levels of the organization and with a wide range of clients, individually and in groups.
- Takes ownership; able to establish self as the 'go-to' HR resource for client organizations.
- Proven influencer; demonstrated ability to coach and counsel both employees and management.
- Strong employee-relations skill set; can earn trust and credibility with employees in assigned groups.
- Previous experience with a technical and represented workforce is a plus.
- Demonstrated ability to manage a geographically distributed workforce and partner with local HR representatives.
- Ability to handle multiple priorities and lead change.
- Prior media/television industry experience preferred.
- Must have the potential and desire to grow in the organization.

<https://directv.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=1201805-M&src=JB-10292>

Administrative Assistant

The position will be in **Burbank**, looking for a quick learner, with solid MS office skills and the ability to handle changing priorities. The office team is highly enthusiastic. This position is a replacement, the incumbent is moving to a similar role, at a much larger company.

This is a full-time position, with an expected starting hourly pay of \$14-15.

Please contact me for the specifics, but the basic requirements are:

- Good communication skills, both verbal and written
 - Experienced with computers, including experience with Microsoft Office programs and electronic communication tools, internet and email required
 - Ability to type at least 60 wpm and learn industry Operational Systems
 - Administrative and organizational skills
 - Flexibility, adaptability, and ability to work in a changing (fast-paced) environment
 - Must be a team player
 - Maintain a positive attitude and work collaboratively with others
 - Airline and/or flight background preferred
 - Four year College degree preferred
-

Susan Robles, Director of Human Resources, Ameriflight, LLC
4700 Empire Avenue, Hangar 1, Burbank, CA 91505
(818) 847-0000 ext 130 or (818) 841-7103 fax or <mailto:srobles@ameriflight.com>

Compensation Director (Min: \$ 100,620- Max: \$ 164,372)

DUTIES: Directs activities of department staff relating to the philosophy, programs and policies in compensation planning, job evaluation, and salary administration. Oversees analysis of market salary data, market trends, government regulations, corporate policies and agreement with collective bargaining unit to establish pay ranges. Presents compensation programs and initiatives to management. Works closely with other areas of Human Resources to meet staffing goals, and ensures compensation practices adhere to applicable policies and federal and state regulations. Analyzes and develops reports on employee demographics and compensation transactions in conjunction with HRIS to inform management and policies. Responds to internal and external audits. Develops and delivers training for managers as it relates to compensation. Leads and participates in special projects that encompass the breadth of HR functions. Manages and directs department staff including assigning work and coaching and mentoring employees. Serves as backup to other directors in the division as needed.

QUALIFICATIONS: Requires a bachelor's degree in human resources, business administration, or a related field and ten or more years of experience in field or related field. Masters degree preferred. Certified Compensation Professional (CCP) designation strongly preferred. Necessary to have the ability to analyze data and produce executive level summaries of analysis, along with recommendations for future actions. Must have had experience with job reclassification projects. Experience with executive compensation also required. Must demonstrate ability to communicate clearly, both verbally, and in writing, including experience presenting briefings to higher level management. Good management skills and experience are needed, including ability to provide direct feedback, and take action when necessary. Evidence of working with all levels of employees and management with excellent political savvy skills required. Familiarity with, and experience in developing, tracking and reporting on metrics related to compensation activities required. Evidence of strategic planning and program implementation skills required. Experience and background in various HR disciplines, including Benefits, HRIS and Staffing is desired. Prefer experience in aerospace or high-tech engineering industry. Must be able to obtain and maintain a DoD clearance.

The Aerospace Corporation, 2310 E. El Segundo Blvd., El Segundo, CA 90274
Apply to <http://www.aerospace.org/careers>. Reference requisition #4870
Questions/Also submit resumes to – Mary Melton 310-336-5997 mary.c.melton@aero.org

Human Resources Coordinator

I'm currently looking for an HR Coordinator for our **Woodland Hills**, CA office. I'm ideally looking for someone with anywhere from 2-4 years of experience. Entertainment background would be helpful but not necessary. People Soft knowledge is preferable.

Resumes can be emailed to me directly.
Michael Lee, Senior Manager, Recruitment Universal Music Group
michael.lee2@umusic.com

HR Partner

ITT Corporation

The Position

Essential functions and major activities in order of their importance.

Summary – This role is the primary leader for the assigned organizational unit and ensures alignment of HR strategies and service delivery.

- Partner with line leaders to grow talent and technical capability pipelines for the Value Center or Function.
- Manage the design and implementation of structures that improve individual and organizational performance (including mergers and acquisitions).
- Support line leaders in the development and implementation of strategies that enable the organization to thrive through periods of change.

- Provide coaching to line leaders to support their people management, problem solving and performance management.
- Support implementation of standardized processes for the assigned Value Center or Function.
- Provide support to line leaders on complex (i.e. those with significant business impact) associate relations issues.
- Participate in the execution of Labor Relations strategies and the resolution of Labor Relations issues.
- Partner with Centers of Expertise to:
 - Implement performance management and learning and development solutions
 - Ensure rewards structures reward performance
 - Execute recruitment processes.

Minimum professional and educational background desired (include years of experience).

- Bachelor Degree required, Masters preferred.
- Minimum of 7-10 years applicable experience.
- Multi-country experience: leads people or major project outside of home country and strengthens cross-cultural leadership skills.
- Multi-Value Center experience: works in a second Value Center and continues to build on knowledge and strengthen capability.
- Enterprise-wide HR initiative: leads a group in a major cross-functional project or sub-project and effectively builds on experience across multiple employee populations.
- Developing/hiring HR talent: successfully develops new hires with few regrettable losses.
- M&A, divestiture: leads team in merger, acquisition and divestiture successfully.
- Organization Design: leads an organization/company-wide organization design.
- Recruitment: experienced in multi-function, high-level recruiting for senior-level positions.
- Compensation: develops compensation strategy and understands compensation as a performance lever.
- Associate Relations: coaches others in addressing associate relations issues.
- Functional groups: experience supporting at least 3 functional groups.
- Competencies include: Talent Management, Capability Development, Change Management, Business Partnering, Strategy Development, Business Orientation, Mergers and Acquisitions, Shaping the Environment, Operational Excellence.

CONTACT:

Ann Fernandes, Manager, HR
 (661) 295-4004 FAX: (661) 295-4171
ann.fernandes@itt.com
 ITT Corporation, Aerospace Controls
 28150 Industry Drive, Valencia, CA 91355

Payroll & Benefits Coordinator

Oakwood School is a progressive coeducational K-12 non-profit independent day school located in the San Fernando Valley area of Los Angeles. It was founded in 1951 by a group of parents who wanted to provide their children with an educational experience that was rich in the arts, sciences, and humanities, challenging to their creative and intellectual capacities and, above all, humane.

Oakwood School is currently seeking an experienced Payroll & Benefits Coordinator to manage the full-cycle payroll functions and coordinating employee benefits. Working with the Human Resources and Accounting team, the incumbent will process the semi-monthly payroll and manage all changes, reporting, reconciliations and audits. The Payroll & Benefits Coordinator interfaces with all faculty and staff employees providing answers to payroll and employee benefits inquires and providing overall support within the payroll and employee benefits disciplines.

RESPONSIBILITIES

- Prepares and coordinates semi-monthly payroll and employee benefits for over 200 exempt and non-exempt full-time, part-time, temporary employees and 1099 consultants in California using ADP payroll software;
- Updates the system for newly hired and terminated employees, enters and monitors benefits, 403(b), HSA, FSA and wage deductions and confirms Vacation, Sick and Personal Leave is calculated and documented accurately;
- Collaborates with Human Resources for proper transfer of data and reconciling of payroll records;
- Ensures compliance with all applicable state and federal wage and hour laws as well as tax filings and proper deductions;
- Processes and documents payroll funds transfers with Accounting;
- Coordinates any special checks and reimbursement payments; processes wage garnishments;
- Assists with payroll and 403(b) audits; assists in the review and/or input of federal and state W4 data and local tax withholding set up;
- Assists with ongoing set up, testing and maintenance of the payroll system; helps with conversions by reconciling data and post conversion issues. Helps in planning and testing system upgrades and/or interfaces;
- Creates bimonthly, monthly, quarterly and year-end HR and payroll reports;
- Makes recommendations to improve the quality and efficiency of the payroll and benefits process;
- Provides excellent customer service to all employees as primary contact for payroll and benefits related topics;
- Assists with new hire orientations and terminations, benefits open enrollment, detailed HRIS data input, payroll and HR reporting and related employee communications; and
- Additional duties, as assigned.

QUALIFICATIONS

- BA/BS in Accounting or a related field preferred
- Three+ years' experience processing CA payroll
- Knowledge of appropriate tax laws, payroll deductions, tax rates and maximum allowances for 403b, HSA, FSA, FICA, state disability and other withholdings
- Strong proficiency in Microsoft Word and Excel
- Keen attention to detail, process execution and follow-through with excellent organization skills
- Excellent oral and written communication skills with the ability to confidently interact with all faculty and staff employees

Please forward resume and letter of interest to:
Stephanie Sztanski, Director of Human Resources
Oakwood School
ssztanski@oakwoodschoool.org
(818) 732-3131 (direct)
11600 Magnolia Blvd., North Hollywood, CA 91601
Check us out at www.oakwoodschoool.org

HR Analyst
CA - Lake Forest

As HR Analyst, you'll be responsible for proactively providing day-to-day human resources support to the HHI corporate office, which includes administration of compensation, benefits and HRIS.

The Hardware & Home Improvement Group (HHI) of Spectrum Brands Holdings represents over a 1 billion dollars in

total annual sales which includes Baldwin®, Kwikset®, Weiser®, Stanley National Hardware®, and Pfister®.

To be a good fit for this role you will have:

- A BS degree in Human Resources or Business Administration; or in a related field with equivalent HR experience
- Experience with HRIS systems (WorkDay is preferred), including familiarity with designing and creating queries
- Some compensation experience
- The ability to analyze data, draw conclusions, and make recommendations
- An understanding of and the ability to create and implement data tracking systems

Preferred but not required:

- PHR or CCP is a plus
- Experience with sales compensation would be helpful

For more information, please contact

kchiapparo@dttoolbox.com

562-472-0719

Good morning, Mr. Propster:

I hope this finds you well. We are pleased to be assisting the **Southern Nevada Health District**, located in Las Vegas, in their recruitment of a new **Human Resources Administrator**. I have attached the recruitment brochure for your information in the hope you may know of qualified candidates who might have an interest in this excellent opportunity.

Thank you for your consideration. I look forward to hearing from you with any feedback.

Pam Derby, SPHR, Executive Recruiter

pderby@cps.ca.gov

(t) 916.471.3126 (f) 916.561.7205

www.cps.ca.gov

HR business Partner. Valencia Aerospace Industry. Up to \$90K. Résumé & Cover letter to:
Burbank@barringtonstaffing.net

Bilingual Benefit Communication Specialist –

Full-time, Exempt

Location: **Mission Viejo, CA**

Benefits: Benefit Communication Insourcing offers a competitive compensation package which includes medical insurance, dental insurance, vision insurance, life insurance, disability insurance, paid time off, 401(k) and several supplemental benefit options.

Description:

The Bilingual Benefit Communication Specialist (BCS) role is the core of our business. Our BCS employees either work on location with our client or in our corporate communications center to effectively communicate and enroll employer-sponsored group and supplemental benefits (i.e., medical, dental, life, disability, critical illness, etc.).

Duties:

The Bilingual BCS is responsible for scheduling, conducting, and tracking individual personalized benefit review sessions to ensure that each employee has a good understanding of their financial risks and benefit options available to them. The BCS will follow through with processing benefit enrollments and will also respond to employee benefit questions as needed.

Enrolling employees into supplemental benefit programs is an essential function of this position. Our

philosophy is that enrollments are best accomplished by spending quality time educating the employee using our proprietary communication process. The successful candidate must be willing to learn, apply, and consistently execute all the responsibilities of the position with minimal day-to-day supervision.

Qualifications:

- Bachelor's Degree in a related field and/or recent experience
- Strong, natural ability to communicate effectively and professionally.
- Prior experience with employer-sponsored insurance benefits is strongly preferred.
- Ability to assess a situation and problem-solve resulting in positive outcomes.
- Highly self-motivated and results driven.
- Very strong work ethic.
- Customer focused.
- High level of integrity.
- Proficiency in MS Office applications (Word and Excel)
- Strong organizational skills
- Ability to multi-task
- Bilingual Required

<http://bcinsourcing.myexacthire.com/ViewJob-42022.html>

ASSISTANT, RECRUITING AND HUMAN RESOURCES

Job ID 2013-1418 Location US-CA-Los Angeles
Posted Date 3/22/2013 Category Administrative Support
Type Regular Full-Time

Overview:

The Assistant, Recruiting and Human Resources (HR), provides support to the Los Angeles Recruiting department and is an active member of the West Coast Human Resources team (Bay Area and Los Angeles). This includes; providing administrative support to the Los Angeles Associate Consultant (AC), MBA and Summer Associate (SA) Recruiting teams in the development, planning and execution of all Los Angeles recruiting efforts; and providing administrative support to various HR programs, tasks and initiatives. The position will also lead and support the onboarding of all new consulting and consulting support services employees, and will require daily use of core Bain applications and HRIS systems.

Responsibilities: Los Angeles Recruiting

- Schedule in-office interviews for consulting candidates and set up interview-day logistics, including securing interviewers, scheduling students and creating interview packages
- Assist in the tracking of application statistics and general recruiting data
- Handle communication and correspondence with recruits on a continual basis
- Coordinate logistics for marketing events, including presentations, dinners, advertisements, career fairs, etc. and be present at select events as needed
- Assist in mailing and compiling offer letter packages, placing marketing material orders and keeping materials organized
- Assist in planning and coordinating full time and SA offeree weekends, including reserving hotel rooms and restaurants, liaising with recruits to send invites and track RSVPs, tracking Bain RSVPs, creating logistical memos and agendas,
- updating presentations, booking conference rooms for in-office events, creating gift bags and organizing group transportation
- Utilize BATS (Bain's recruiting management system) for data entry, event management and reporting on a daily basis. This includes entering all recruiting events into BATS prior to sending out commitment calendars, maintaining incoming applications and generating appropriate response letters in BATS

- Track monthly expenses using Excel
- Create master recruiting calendars using PowerPoint for both the AC and MBA teams for each recruiting season and summer internship program
- Assist recruiters with planning and execution of summer recruiting events in the LA office

West Coast Human Resources

- Lead and support onboarding process for new LA consulting and consulting support services employees, including planning, organizing and participating in various start-up and integration activities for new hires, working with start-up teams to ensure successful assimilation of new hires and developing targeted orientation programs
- Process and coordinate all new hire paperwork, including managing background checks and completing applicable new hire paperwork (e.g., payroll and tax forms, HR paperwork and Benefits forms, etc.)
- Manage and maintain consulting and consulting support services advisor and colleague programs
- Responsible for ongoing HRIS administration for the west coast, including maintaining
- employee personnel information, entering new benefit enrollments and reporting employee changes to payroll according to established deadlines
- Administer the Vacation Request System (VRS) for the west coast, including maintaining current information, and running and auditing ongoing reports
- Coordinate and administer Case Team Surveys according to established schedules and provide timely summary reports to management
- Handle all employment verifications for the west coast
- Track Time and Expense data for HR and sustainability programs
- Assist with CSS recruiting by scheduling CSS interviews for the west coast
- Work with in-house legal counsel to schedule non-harassment training for the West Coast Management team, including tracking employee attendance and following up to ensure all management is trained within the required timeframe
- Run and audit all weekly/monthly/annual reports for the west coast, including vacation liability, sustainability/hours reporting, commitment reports, relocation expense mark-ups and other HR reporting
- Provide people news information for monthly office newsletter (Bay Area)
- Maintain personnel files
- Perform other HR-related duties and projects as assigned or as responsibilities dictate

Qualifications:

- Bachelor's degree with a focus in Business Administration or Human Resources strongly preferred
- 1 year of administrative, Human Resources and Recruiting support experience, preferably in a professional services firm, or combination of educational and work experience
- Outstanding interpersonal, written/verbal communication, customer service and organizational skills
- Ability to thrive in a fast-paced and changing environment
- Ability to demonstrate good judgment and handle highly confidential information in a professional manner
- Ability to work independently and as an integral member of various teams
- Meticulous attention to detail and time management skills
- Ability to meet deadlines, prioritize assignments and juggle multiple tasks simultaneously
- Proficiency in Microsoft Windows, Outlook, Word, Excel, PowerPoint, HRIS and database skills
- Highly motivated self-starter with strong customer service focus
- Flexibility with hours; ability to work overtime and evenings without prior notice

OD/HR Director for a small company in **LA** where HR has a seat at the table. Fun work with great business owner. The Human Resources Manager will work with Senior Leadership to attract and retain top talent and create a highly effective, motivated workforce within a fun, accomplished work environment. The HR Manager will provide support to senior leaders in the alignment of culture and business strategy, and will include strategic business planning, change leadership, organization design, organizational diagnosis and assessment, group dynamics and team development. The HR Manager will report directly to the President on the Company culture, organizational development and other strategic initiatives while reporting to the CFO on all tactical matters. Specific duties include:

- Help to reinforce the company culture
- Conduct needs assessments and address findings
- Coordinate necessary training
- Foster collaboration through all levels and departments in the organization
- Performance management, including role definition, training of supervisors and managers to coach and discipline employees
- Create OD/HR benchmarking
- Manage the recruiting, new hire documentation and on-boarding process
- Long range skills/recruitment planning
- Assist with the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual
- Complies with all HR related federal, state and local legal requirements and stays current with new legislation; responds to all HR related claims
- Be responsible for Benefits sourcing and administration
- Complete bi-weekly payroll
- Supervises the maintenance of current and historical HR records
- Develop/participate in office safety programs and ensures compliance
- Other HR/OD tasks and special projects as assigned

The ideal candidate will have 5-8 years' experience in a generalist capacity and expertise with the following:

- Maintaining and improving change management programs
- Creating internal communications
- Conducting needs assessments
- Creating and monitoring employee development (growth) plans
- Creating and delivering training and coordinating with training vendors
- Integration of the company culture in all aspects of employment
- Creation and analysis of key performance indicators and benchmarking
- Ability to facilitate group discussions
- Recruiting experience
- Ability to build and strengthen employee relations at all levels through the organization
- Ability to raise difficult issues and provide real-time feedback to organization leaders
- Strong knowledge of current trends and practices relating to HR and employee law
- Demonstrated business acumen
- Excellent oral and written communication skills
- Proficiency with MS Office products and HRIS systems

Other requirements

- Degree in OD, Organizational Psychology, or HR preferred

With over 50 years in business, Mars Air Systems is the global leader in the sale of air curtains and air doors that enhance energy efficiency and air quality in any building where an air curtain is utilized over doorways. Utilizing industry-leading tools and services, Mars internal culture is committed to providing high quality, dependable products and a high level of customer service. Mars is the industry's most trusted name in air curtains. For more

information, visit www.marsair.com.

Resumes can be sent to HR@marsair.com

Director Of Human Resources

The Organization

Community Partners works with social entrepreneurs, grantmakers, and civic leaders to imagine possibilities, design solutions, and see them through to results. Building on extensive experience with community organizations, government and elected officials, businesses, and grantmakers, Community Partners helps foster, launch, and sustain powerful initiatives for change. We are a solutions partner; providing expertise in what works, a vast knowledge base in project development and management, familiarity with the civic landscape, and a commitment to advancing the public good. Our programs strengthen civic leaders and their work by building capacity, linking them to resources, and facilitating the creation of knowledge and the exchange of ideas.

Across all program areas, Community Partners works toward our organizational vision: A vibrant society in which individuals and institutions use knowledge, resources, and relationships to build equitable, democratic, and thriving communities.

- Through our Fiscal Sponsorship program, we provide infrastructure and counsel to help community leaders succeed as agents of change.
- In our Grantmaker Partnerships, we apply our expertise in program management, technical assistance, and training to leverage funder investment and strengthen grantees.
- Through Thought Leadership and Knowledge Sharing, we generate and advance innovative ideas that serve as springboards for an effective civil society.

Community Partners' core staff of 30 works with over 130 projects and initiatives. Our efforts span the fields of civic engagement, arts and culture, education, economic development, health, policy, social services and youth. More information at www.CommunityPartners.org

The Position: Community Partners seeks a part time (20-30 hours/week) Director of Human Resources. Reporting to the Vice President & CFO, this position will administer and ensure the use of best HR practices throughout the organization. This position will provide leadership and guidance in all personnel matters including recruitment and selection, benefits management, compensation, training and development and employee relations. The HR Director will also be responsible for developing human resources strategies to support the organization's strategic priorities.

Responsibilities include:

- Define, develop and sustain a talent strategy that considers organization culture, current human capital, staffing levels, and external factors
- Based on the strategy, develop the appropriate talent and HR programs focused on growing employee talent and creating an optimal work environment
- Conduct trainings for Project Leaders to assist them with general HR and staff issues
- Provide counsel to Project Leaders on specific staff issues
- Develop, implement, and communicate staff engagement survey; manage subsequent action and organizational change warranted by survey results
- Support open communication throughout the organization and proactively drive internal communication on topics that affect all staff
- Track and analyze HR metrics
- Develop, sustain and monitor a well thought out compensation philosophy and advise senior management
- Oversee annual performance review process
- Create and revise HR policies and procedures, as needed
- Ensure policies and practices comply with applicable provisions of federal and state labor laws
- Update Employee Handbook, as needed
- Assist with annual 403b audit

- Conduct all activities with the highest level of integrity and customer service
- Additional responsibilities, as assigned

Qualifications: Bachelor degree in Human Resources or related field. HR certification preferred. Minimum of 12 years HR experience with recent executive-level experience. Excellent organizational and both written and oral communication skills. Superior interpersonal skills. Highest degree of integrity and confidentiality. Proficiency in MS Office required. Ability to work well in a diverse team environment.

Compensation: Salary and benefits are competitive and commensurate with experience.

Application: Please email cover letter and resume as a single PDF attachment to: jobs@CommunityPartners.org; include "Director of Human Resources" and your name in the subject line of your email. Please put all application information in the attachment, rather than in the body of the email.

IPC - The Hospitalist Company, the nation's leading provider of hospitalist medicine, is looking for a **Human Resources Specialist** for our Central Business Office. We work in a fast-paced environment where diligence, thoroughness, and thoughtful analysis is expected and rewarded. If you like working in a fast-paced, continually growing environment and are looking for lots of challenge, we would like to meet you!

About Us: The Central Business Office is a high volume business office located in our corporate office in North **Hollywood, CA**. An integral component to IPC's success, we are responsible for the medical billing and collections for our 1700+ providers in 28 states nationwide. Comprised of approximately 230 (and growing) medical billing representatives and management staff, we manage the patient billing, insurance follow up, payment posting, collections, and payer analysis. The Business Office continues to enhance and improve upon its performance through our hard working employees and excellent management staff.

Duties include: Resume search, prescreening, and facilitating interviews for management Entering exception time and finalizing timecards for submission to payroll HR Reporting New Hire orientations Answering employee benefit/payroll related questions Maintaining HR files Coordinating department events and assisting with incentive programs Other HR administrative duties.

Skills: Recruiting Skills, Reporting Skills, Maintaining Employee Files, Dependability, Organization, Scheduling, Confidentiality, Independence, Orienting Employees, Verbal Communication, Teamwork, Microsoft Office Skills

Qualifications:

1+ years working in Human Resources including familiarity with CA labor law Recruiting experience College degree preferred Excellent oral and written communication skills Familiarity with Microsoft office including Outlook, Word, and Excel High level of professionalism and confidentiality is a must Detail oriented with good customer service skills.

This position is full-time. The days/hours are: M-F, 8 a.m.-4:30 a.m.

ksiggins@ipcm.com www.hospitalist.com
