



**SEGUE
SOLUTIONS**

My Career Strategy October 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

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INDEX

| | |
|---|-----------|
| Analyst, Web Business..... | 5 |
| Benefit Administrator | 5 |
| Benefits / Recruiting Specialist (Temp) | 7 |
| Benefits and Leave Administrator | 5 |
| Benefits Technician (Staff Assistant III)..... | 9 |
| Director of Career Services | 22 |
| Director of HR | 13, 16 |
| Executive Vice President of Human Resources | 6 |
| HR Assistant | 6, 26 |
| HR Assistant/Recruiter | 10 |
| HR Director | 8, 19, 26 |
| HR Generalist..... | 7, 20, 26 |
| HR Generalist/Payroll..... | 5 |
| HR Manager/Director | 7 |
| HR Representative | 9 |
| HR Specialist..... | 9 |
| Human Capital Management Generalist | 20 |
| Human Resources..... | 6 |
| Human Resources Director | 31 |
| Human Resources Generalist | 5 |
| Human Resources Manager | 6, 30 |
| Human Resources Specialist | 6 |
| Human Resources Specialist I and II | 20 |
| Instructional Design Specialist | 14 |
| Labor Relations Manager | 6 |
| Manager Human Resources | 29 |
| Payroll Clerk..... | 10 |
| Payroll Specialist..... | 29 |
| People Services Representative | 27 |
| PIHRA Career Center | 5 |
| Recruiter/Generalist | 9 |
| Region Human Resources Manager | 28 |
| Regional HR Manager..... | 27 |
| Regional HR Manager (Bilingual) | 17 |
| Safety / Benefits Manager | 5 |
| Seminar Instructor | 23 |
| Senior HR Generalist | 25 |
| Senior Manager, Human Resources | 6 |
| Senior Organizational Development Consultant..... | 11 |
| SHRM Job Board | 7 |
| Unemployment Rates | 5 |
| Vice President of HR | 24 |
| Workers Comp Specialist | 9 |

United States
7.3%



September 2013 Unemployment Rates



Los Angeles
County
10.2%



Career Center

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

Benefits and Leave Administrator

Pacific Clinics - Arcadia, CA

As the Benefits and Leave Administrator, you will administer leaves of absence(s) including, but not limited to, CFRA, FMLA, ADA and Workers Compensation, ensuring compliance with state and federal leave of absences laws and agency policies. You will also communicate with employees regarding reemployment rights following a release from leave of absence, including coordinating discussions about accommodations, job reassignment opportunities or termination of benefits where applicable. [more info...](#)

Human Resources Generalist

Pacific Clinics - Arcadia, CA

We are looking for a Human Resources Generalist to join our team in Arcadia, California. As the Generalist, you will assist with the overall planning and administering of policies relating to all phases of human resources activity. You will also provide assistance in the areas of recruitment, on-boarding, exit interviews, employee relations, conflict resolution, unemployment claims and participate in hearings. [more info...](#)

Analyst, Web Business

Princess Cruises - Santa Clarita (north of LA), CA

Princess Cruises - We are on the hunt for a highly motivated Web Business Analyst who understands business requirements while overseeing the testing of HR systems. Reporting directly to the Director, HRIS and HR Operations, this person has strong data and analytical skills with the ability to manage multiple projects and design business solutions for the HR organization. Apply online at <http://careers.princess.com>. [more info...](#)

Benefit Administrator

Benefit Communication Insourcing - Mission Viejo, CA

The full-time Benefits Administrator will work on location with our client to provide administrative support in the area of employee benefit communication and enrollment. Seeking minimum 2-3 years HR and direct benefits knowledge. High level of proficiency in MS Office, specifically advanced excel skills are required. Apply at <http://www.bcinsourcing.myexacthire.com> [more info...](#)

HR Generalist/Payroll

Premier America Credit Union - Chatsworth, CA

Human Resources Generalist/Payroll Chatsworth, CA Premier America Credit Union today is one of the strongest credit unions in the nation, with over \$1.5 billion in assets and approximately 75,000 members nationwide. Premier America Credit Union provides a full range of financial services and excellent career opportunities. We are currently seeking a Human Resources Generalist/Payroll with recent payroll processing experience. [more info...](#)

Safety / Benefits Manager

Bay Cities Corporation - Pico Rivera, CA

Summary Performs full scope of safety and health program development and administration, group training, internal compliance and record keeping, formal federal reporting and workers compensation claims management. Implements and administers employee benefits and leaves of absence. [more info...](#)

HR Assistant

Partner Engineering and Science, Inc. - Torrance, CA

Partner Engineering and Science is looking for an HR assistant to provide administrative and HR generalist support to the Human Resource Department in our Torrance, CA office. This will include maintaining our HRIS System, recruiting, benefits administration and maintaining all different aspects of the full life cycle of the employee. [more info...](#)

Executive Vice President of Human Resources

Hathaway-Sycamores Child and Family Services - Los Angeles, CA

Hathaway-Sycamores Child and Family Services seeks an experienced executive for their next Executive Vice President of Human Resources. Hathaway-Sycamores, one of the largest nonprofit children's mental health and welfare agency in Los Angeles, provides services to thousands of families annually. Human Resource professionals from nonprofit and for-profit environments with an employee census greater than 400 are encouraged to apply. Knowledge of California labor laws is strongly preferred. [more info...](#)

Human Resources

Human Touch - Long Beach, CA

We are looking for a dynamite Human Resource professional to join talented management team. If you can plan, organize, and direct the HR functions including payroll, hiring, termination, recruiting, legal review, workers compensation and benefits with enthusiasm WE NEED YOU! Can you conduct, coach, and influence groups, implement and champion HR solutions, and deliver proactive timely and high quality support to employees, managers and directors? WE NEED YOU! [more info...](#)

Human Resources Specialist

The Cooper Companies - Pleasanton, CA

Great opportunity for an experience HR Specialist! Performs various human resources duties in areas such as compensation, employee relations, performance management, affirmative action plans, leaves-of-absence processing and other special projects, collaborating with management teams to facilitate the delivery of HR services as appropriate Serves as backup for Manager of Vendor Relations and HRIS being able to function as fire-fighter in the event of the Managers extended absence. [more info...](#)

Labor Relations Manager

Confidential - San Joaquin or Orange County, CA

Looking for Labor Relations Manager with a minimum of 5 years experience! The Labor Relations Manager works independently in fostering positive labor-management relations. This person will counsel management on labor relation issues. Conduct on-site internal investigations often involving complex employment matters and prepare comprehensive investigation reports with recommended findings. This position can be located in either San Joaquin or Orange County. [more info...](#)

Senior Manager, Human Resources

AmericanTours International, LLC - Los Angeles, CA

Since 1977, American Tours International, LLC (ATI) has brought over a half million visitors from around the globe each year to experience the United States of America through our guided motor coach and drive-tour travel products. The Senior Manager, Human Resources, is a hands-on roll-up-sleeves role that guides all HR aspects of our service-oriented company including recruitment, benefits administration, hiring/separation, legal review, workers compensation and Team Member activities. [more info...](#)

Human Resources Manager

Ultima Hospitality - Millbrae (Westin & Aloft SFO), CA

The Westin San Francisco Airport and Aloft San Francisco Airport are seeking qualified Human Resource Managers to join our team! The Aloft is a funky, fun vibe! The Westin is a more upscale, vibe! Two great hotels, two different personalities - take your pick to match your personality! The Aloft is newly renovated and the Westin is about to

undergo renovation! Join our team and find out why we say We Provide the Ultimate Career Experience by Providing the Ultimate Guest Experience! [more info...](#)

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



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

CB & ASSOCIATES INC.

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

HR Manager/Director in West Los Angeles

The HR Manager is responsible for all HR programs and policies for the organization, including but not limited to recruitment, records management, compensation plans, benefits, health and safety, and employee relations. He or she will work closely with senior management to design and implement strategies for talent acquisition and retention, career development, and improved systems throughout the Company.

Specific initiatives for this role include standardizing recruiting and hiring procedures, formalizing HR processes, furthering performance appraisal programs, identifying and coordinating training and development activities, managing leaves of absence, and actively participating in strategic planning initiatives with management and employee groups at all levels within the Company.

The HR Manager/Director must be willing to assume multiple responsibilities including executive assistance as needed to the President in writing correspondence and scheduling Company-wide meetings and recognition events, as well as all administrative functions of the HR department.

Position requires five years exempt level experience and a BA degree or equivalent, knowledge of HR compliance laws and regulations, outstanding interpersonal and problem solving skills, high level of accuracy and attention to detail, as well as accomplished written and verbal communication skills. HRIC certification preferred.

I'm looking for an HR Generalist with office management experience to work out of our Fullerton office. Ideally the candidate would have broad HR Generalist experience along with office management/basic accounting experience. If you know of anyone, please have them send their resume to me directly.

Jim Stout
ELECTEK | Vice President - Director of Personnel
O: (714) 870-0217 x310 | M: (714) 319-1000
E: jstout@electek.com

I have a temp to hire opportunity for the Pasadena area. Looking for a Temporary Benefits / Recruiting Specialist. Heavy on the benefit side dealing with all the leaves and tracking into the HRIS system. \$18 an hour temp and salary at hire could be up to \$50K depending on experience.

Call me for details. 818 954-8224 or forward a résumé to: Burbank@barringtonstaffing.net

Lynn Gleim
818 281-5841

HR Director

JOB PURPOSE:

The Human Resources Director is responsible for directing all of the people functions of the corporation in accordance with the policies and practices of the Corporation, the ethical and social consciences of business and society and the laws, regulations and administrative rulings of governmental organizations and other regulatory and advisory authorities and organizations. The incumbent will also be responsible for the strategic human resource planning to provide the company with the best people talent available and to position the company as the Employer of Choice by being aware of policies, practices and trends within the software industry, newly public companies and all of industry in general.

ESSENTIAL FUNCTIONS

- Plan, develop, organize, implement, direct and evaluate the organization's human resource function and performance.
- Participate in the development of the corporation's plans and programs as a strategic partner but particularly from the perspective of the impact on people.
- Translate the strategic and tactical business plans into HR strategic and operational plans.
- Evaluate and advise on the impact of long range planning of new programs/strategies and regulatory action.
- Along with the Corporate Recruiter, develop staffing strategies and implementation plans and programs to identify talent within and outside the corporation for positions of responsibility.
- Develop progressive and proactive compensation and benefits programs.
- Develop programs to allow the corporation to embrace applicants and employees of all backgrounds and to permit the full development and performance of all employees.
- Develop human resource planning models to identify competency, knowledge and talent gaps and develop specific programs for the filling of the gaps. Areas of activity will include talent management through proper succession planning programs for key contributor and management positions, training and development programs for preparing employees for more significant responsibilities and general business development programs to enhance employee knowledge and understanding of the business of the company and the real estate/finance industry.
- Continually assess the competitiveness of all programs and practices against the relevant comparable companies, industries and markets.
- Establish credibility throughout the organization with management and the employees in order to be an effective listener and problem solver of people issues.
- Develop appropriate policies and programs for effective management of the people resources of the corporation. Included in this area but not limited only to the following would be programs for employee relations, affirmative action, sexual harassment, employee complaints, external education and career development.
- Enhance and/or develop, implement and enforce human resources policies and procedures.
- Coach, lead, motivate and provide technical advice and knowledge to others within the human resources department.
- Manage other areas such as employee communication, employee safety and health and community relations.
- Manage the financial measures of the Human Resources Department.
- Evaluation of the human resource division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) for individuals.
- Accomplishes all tasks as appropriately assigned or requested.

MINIMUM QUALIFICATIONS

- BA degree required. Master's degree (MA) in business or human resources desired; or ten to fifteen years' related experience and/or training; or equivalent combination of education and experience.
 - Experience within a multi-divisional company.
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- Energetic, forward-thinking and creative with high ethical standards and an appropriate professional image.
 - Experience with strategic planning and sound technical skills, analytical ability, good judgment and strong operational focus.
 - Well-organized and self-directed and a team player.
 - Must possess excellent communication skills and be a good educator who is trustworthy and willing to share information and serve as a mentor.
 - Experience in resolving conflicts between different parties to a dispute. A decisive individual who possesses a strategic focus as well as an operational, implementation and detail oriented perspective.

Please contact Alicia Kirson at Aliciak@peakcorp.com.

Do you know of anyone that is in transition or actively looking for a position as a Recruiter/Generalist in the orange county area? If so, please ask them to visit the website and apply online at www.rapidmfg.com.

Teresa Figueroa, Human Resources Manager
8080 E. Crystal Drive, Anaheim, CA 92807
Tel. 714-974-2432 Ext. 282 or Fax. 714-283-2951
teresaf@rapidmfg.com

I am seeking a Workers Comp Specialist paying up to \$55,000. Position is in Upland..

Any referrals would be great!

Richard Chow
Rhi OfficeTeam - Partnered with John Klosinski & Judy Rosenberger
Phone (909) 945-2282 | Cell: (626) 348-1444 | (Fax) 909-945-2299
3633 Inland Empire Blvd Suite 955 | Ontario | CA, 91764 USA |
| Richard.chow@officeteam.com | www.OfficeTeam.com |

HR Representative

Job Description The Human Resources Representative will assist in support of multiple client groups in an array of support duties and responsibilities. The individual will assist in delivery of manager “lunch and learns”, reporting & analytics, HR administrative support.

Information available at <http://hrnewswatch.jobcoin.com/jobs/show/3247748-hr-representative>

HR Specialist

VF Corporation in Santa Fe Springs, CA

Description:

Administers and assists in the development and implementation of various human resources programs and policies and procedures in a multi-unit environment under the general supervision of the Human Resources Generalist.

Key Responsibilities:

Responsible for assisting/coordinating Payroll functions for client group (i.e. coordinate HR (Human Resources) related data necessary for weekly payroll...

Read full description and apply at <http://hrnewswatch.jobcoin.com/jobs/show/3247703-vans-dc-human-resources-specialist>

Benefits Technician (Staff Assistant III)

City of Pasadena - Pasadena, CA

The City of Pasadena's Human Resources Department is seeking two experienced Benefits Technicians to provide

comprehensive administrative support to the Benefits Division. The ideal candidate is dependable, highly organized and possesses a strong customer service orientation to support our 2,000 employees. Experience in Human Resources, Health & Welfare Administration and/or Leaves of Absence Administration, especially in a large organization, is highly desirable. Come join our team! [more info...](#)

We are in the market for an HR Assistant/Recruiter located for our Huntington Beach location. The Human Resources Assistant provides administrative support to the Human Resources Manager the areas of recruitment, employee file creation and maintenance, attendance, benefits administration, employee development, and termination.

The Human Resources Assistant will also provide the highest level of staffing services to the company leaders and management teams. They will assist with full cycle of recruiting while assisting hiring managers and applicants through the selection process.

Assist HR Manager with planning and implementing all activities related to staffing strategy, sourcing, recruiting and job fairs.

In addition to recruitment duties will include:

- Assists department in carrying out various human resources programs and procedures for all company employees
- Assist HR Manager in obtaining statistics and information for HR Annual report
- On board new employees, ensuring collection and filing of all new employee paperwork
- Posts advertising of open positions, screen, set up interviews, and do references
- Makes photocopies, faxes documents and performs other clerical functions
- Performs other related duties as required and assigned by the HR Manager

Education and/or Experience

- 2+ years' experience in Human Resources related field, emphasis on Recruiting
- Bilingual Spanish/English

Ginger Aden, Human Resources Manager
Car Pros
(253) 681-6378 x1020 or (253) 219-4473 Cell

I have an opening for a Payroll Clerk (Non-Exempt). Pay Range is \$15-\$22 per hour. My contact information is below in case you know anyone who might be interested. Thanks!

JOB SUMMARY:

The Payroll Clerk will be responsible for data entry and auditing of weekly time and attendance data as well as new hire data. Ensuring all information is received timely and data entry is accurate and timely. Assisting with the preparation and processing of weekly payroll. Effectively delivery customer service focused communications with both internal and external sources.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the supervision of the Finance & Accounting Manager, the Payroll Clerk performs all payroll related tasks specifically, but not limited to these areas:

- Time & Attendance data entry from many different sources
- Data entry of new hire documents
- Manage large volumes of data in an organized fashion
- Manage workflow to ensure all timecards and payroll transactions are processed timely and accurately
- Research payroll matters and effectively communicate, both verbally and in writing, with employees and other departments

- Assist in payroll processing requiring knowledge of standard practices used in the preparation, distribution, and maintenance of payroll and payroll records
- Demonstrate and maintain a positive customer service focus to both internal and external customers.
- Maintains regular contact with other departments/vendors/customers to obtain and convey information
- Keeps management informed of area activities and of any significant problems.
- AdHoc reporting as requested
- Attends and participates in meetings as required.
- Assist in a wide variety of department assignments and/or special projects and other duties as assigned.
- Other duties as assigned.

QUALIFICATIONS:

- 3-5 Years Payroll processing experience
- Microsoft Dynamics ERP System
- Proficient in Microsoft Excel
- Account Receivable Experience is a plus
- UltiPro Experience is a plus

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of spreadsheet applications. Experience with Windows, Excel, and payroll systems strongly preferred.
- Problem solving—the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and is able to handle escalated issues coming to a positive resolution for the company and our clients
- Customer service—the individual manages difficult client/customer situations, responds promptly to customer needs, solicits customer feedback to improve service, responds to requests for service and assistance and meets commitments.
- Planning/organizing—the individual plans work activities and uses time efficiently demonstrating the ability to manage priorities and a high volume workload
- Quality control—the individual demonstrates accuracy and thoroughness, monitors own work to ensure quality and applies feedback to improve performance.
- Quantity—meets productivity standards and completes work in a timely manner.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

Beverly Anne Scott, MHROD, PHR, Human Resource Manager
 Emerald Health Services
 4640 Admiralty Way #201, Marina Del Rey, CA 90292
 Office: (800) 917-5055 ext. 152 or Fax: (866) 917-5055 or Cell: (323) 868-2944
www.emeraldhs.com

Senior Organizational Development Consultant

Introduction

Highly-motivated; like challenge; collaborative; committed to delivering high quality work... Did we describe you?
 Read on...

Southern California Edison is one of the nation's largest investor-owned electric utilities. We are an industry leader that is designing new and innovative ways to meet our customer's needs. We are looking for highly motivated

individuals who enjoy the challenge of working on key industry changing projects. We need your good ideas and your contributions to remain a leader in this industry.

Position Overview

The Sr. Organizational Development Consultant will provide consultation to executives, managers, and the HR Strategic Business Teams to optimize effectiveness of business initiatives, organizational design, individual and team performance, stakeholder engagement and business readiness plans. They will work to identify opportunities to improve performance and ensure success on key objectives and goals.

Essential Job Functions:

1. Acts as a field-based strategic and lead consultant for OD strategies. Provides consultation in the areas of change management, business readiness and relationship management. Identifies and assesses the impacts to the Organizational Unit (OU) workforce and process efficiencies based on work and process improvements, large scale organizational change, team health issues, leadership alignment/conflict issues, stakeholder analysis, change readiness assessment and sustainment plans. Serves as lead facilitator on significant interventions using SCE's methodologies to address key business issues.
2. Leads the design and development of key organizational effectiveness projects, programs, policies and processes across specific OUs.
3. Conceptualizes, recommends, and executes OD strategies and measurement models to be leveraged within specific OUs.
4. Provides strategic analysis, advice, and education to executives and managers on OD initiatives.
5. Acts as a liaison between HR Business Partners, Learning, Leadership and Organizational Development, and client organizations to report on consultative findings in the development, recommendations, and implementation of integrated solutions for OUs.
6. Leads and directs internal and external OD project teams.
7. Performs other duties and responsibilities as assigned.

Job Requirements:

8. Must possess a minimum of 7 years of experience consulting with senior or middle managers on ways to improve organizational effectiveness.
9. Bachelor degree in Psychology, Organizational Development, Business Administration, or related field or an equivalent combination of formal education, training, and experience.
10. Demonstrated experience in managing moderately sized HR initiatives that have a moderate to major impact on the organization.
11. Demonstrated excellent diagnostic and interpersonal skills with the ability to assess problems and identify and implement appropriate interventions (including knowledge of organization development and change management tools, techniques and best practices).
12. Demonstrated experience building project plans for integrating organizational initiatives from multiple areas to achieve maximum effectiveness.
13. Demonstrated knowledge of process improvement principles and best practices, as well as knowledge of how to structure organizations for maximum effectiveness.
14. Demonstrated experience leading and participating on cross-functional teams, including teambuilding, facilitation, and promoting team effectiveness.
15. Demonstrated knowledge of survey design, implementation and results interpretation.
16. Demonstrated experience analyzing data and making recommendations to senior management.
17. Excellent oral and written communication.
18. Demonstrated experience developing and delivering effective presentations to audiences of all levels.

19. Must be proficient with Microsoft Office.
20. Demonstrated ability to follow Edison safety protocols and safe work practices.

Preferred qualifications:

- Master's Degree in Business, Industrial Organizational Psychology.
- Expert knowledge in Organizational Development best practices and technical application.
- Database development & maintenance (information management).

Comments:

- Candidates for this position must be legally authorized to work directly as employees for any employer in the United States without visa sponsorship.

Closing

Southern California Edison, an Edison International (NYSE:EIX) company, serves a population of nearly 14 million via 4.9 million customer accounts in a 50,000-square-mile service area within Central, Coastal and Southern California. Join the utility leader that is safely delivering reliable, affordable electricity to our customers for over 125 years.

Edison International is an Equal Opportunity Employer (EOE).

Interested and qualified professionals should send a resume to: Monica.Lewis@sce.com

Director of HR

Woodland Hills, CA

As a leading authority in the real estate industry, the Peak Corporate Network entities provide a full array of comprehensive real estate services nationwide. Since 1991, we have serviced our clientele of home owners, home buyers, agents and brokers, lenders, investors and financial professionals. We bring creative ideas and solutions to our clients along with a shared culture of information thus allowing us to pool resources and personalize our service for maximum value.

The Human Resources Director is responsible for directing all of the people functions of the corporation in accordance with the policies and practices of the Corporation, the ethical and social consciences of business and society and the laws, regulations and administrative rulings of governmental organizations and other regulatory and advisory authorities and organizations. The incumbent will also be responsible for the strategic human resource planning to provide the company with the best people talent available and to position the company as the Employer of Choice by being aware of policies, practices and trends within the software industry, newly public companies and all of industry in general.

ESSENTIAL FUNCTIONS

- Plan, develop, organize, implement, direct and evaluate the organization's human resource function and performance.
- Participate in the development of the corporation's plans and programs as a strategic partner but particularly from the perspective of the impact on people.
- Translate the strategic and tactical business plans into HR strategic and operational plans.
- Evaluate and advise on the impact of long range planning of new programs/strategies and regulatory action.
- Along with the Corporate Recruiter, develop staffing strategies and implementation plans and programs to identify talent within and outside the corporation for positions of responsibility.
- Develop progressive and proactive compensation and benefits programs.
- Develop programs to allow the corporation to embrace applicants and employees of all backgrounds and to permit the full development and performance of all employees.
- Develop human resource planning models to identify competency, knowledge and talent gaps and develop specific programs for the filling of the gaps. Areas of activity will include talent management through proper

succession planning programs for key contributor and management positions, training and development programs for preparing employees for more significant responsibilities and general business development programs to enhance employee knowledge and understanding of the business of the company and the real estate/finance industry.

- Continually assess the competitiveness of all programs and practices against the relevant comparable companies, industries and markets.
- Establish credibility throughout the organization with management and the employees in order to be an effective listener and problem solver of people issues.
- Develop appropriate policies and programs for effective management of the people resources of the corporation. Included in this area but not limited only to the following would be programs for employee relations, affirmative action, sexual harassment, employee complaints, external education and career development.
- Enhance and/or develop, implement and enforce human resources policies and procedures.
- Coach, lead, motivate and provide technical advice and knowledge to others within the human resources department.
- Manage other areas such as employee communication, employee safety and health and community relations.
- Manage the financial measures of the Human Resources Department.
- Evaluation of the human resource division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) for individuals.
- Accomplishes all tasks as appropriately assigned or requested.

MINIMUM QUALIFICATIONS

- BA degree required. Master's degree (MA) in business or human resources desired; or eight ten years related experience and/or training; or equivalent combination of education and experience.
- Experience within a multi-divisional company.
- Energetic, forward-thinking and creative with high ethical standards and an appropriate professional image.
- Experience with strategic planning and sound technical skills, analytical ability, good judgment and strong operational focus.
- Well-organized and self-directed and a team player.
- Must possess excellent communication skills and be a good educator who is trustworthy and willing to share information and serve as a mentor.
- Experience in resolving conflicts between different parties to a dispute. A decisive individual who possesses a strategic focus as well as an operational, implementation and detail oriented perspective.

http://www.bullhornreach.com/user/115461_alicia-kirson

Instructional Design Specialist (TRS3) (71003567)

Location: Rosemead, CA

Southern California Edison is one of the nation's largest investor-owned electric utilities. We are an industry leader that is designing new and innovative ways to meet our customer's needs. We are looking for highly motivated individuals who enjoy the challenge of working on key industry changing projects. We need your good ideas and your contributions to remain a leader in this industry

Position Overview

The Instructional Design Specialist will be in the Learning, Leadership and Organizational Development department of Human Resources (Employee Development, and Learning Technology) for Southern California Edison. The position will be responsible for analysis, design, development and implementation activities of technical and non-technical training programs. The position may also be responsible for serving as learning consultants and project leads, planning scope of activities and mentoring less experienced instructional designers in research, design, development, and delivery of training solutions.

Typical Responsibilities may include:

- Collaborates with the HR Business Partner organization, line organizations and other key program stakeholders to ensure the proper development goals are identified and met in the program design.
- Ensures the design and learning objectives align with the competencies, skills, knowledge and attributes for the roles identified.
- Designs and develops training curriculum (including transitional and web-based training courses).
- Performs needs assessments and job analyses to determine scope of training,
- Develops mechanisms/metrics to evaluate the effectiveness of current and future training programs.
- Applies adult learning theories and principles, industry best practices, and systematic processes to develop training materials.
- Consults with subject matter experts and clients to determine appropriate training solutions, manage client expectations, make recommendations, and communicate project status updates.
- Leads teams in large or complex development or implementation projects, providing functional direction to instructional designers, as well as coaching and mentoring.
- Manages multiple projects, including scope, milestones, schedules, deliverables, and resources.
- Transfers knowledge to end-users and trainers by delivering training courses and train-the-trainers sessions as needed.
- Demonstrates company values through decisions and actions. Creates and maintains a safety conscious work environment by leading and influencing others to follow Edison safety protocols and safe work practices.
- Performs other duties and responsibilities as assigned.

Qualifications

- Bachelor's Degree in Instructional Design, Human Resources, Management, Business Administration, or a related technical discipline or an equivalent combination of education, training and experience.
- Must have a minimum of eight years' experience working with clients to design, develop, and implement training programs utilizing a systematic approach to training (eg. ADDIE methodology).
- Must have experience applying instructional design principles and adult learning theories/models (e.g. ADDIE) to develop training materials.
- Demonstrated experience leading or managing a team in the development and implementation of a training program.
- Demonstrated experience performing needs assessments/job analysis and translating technical/non-technical job information into appropriate training content
- Demonstrated experience managing multiple training design projects simultaneously, including scope, milestones, schedules, deliverable, and resources.
- Demonstrated experience developing and facilitating training classes.
- Demonstrated experience using eLearning software (e.g. Adobe Captivate, Flash, Articulate Studio and Storyline) to develop web-based training.
- Demonstrated experience evaluating the effectiveness of training programs/courses (e.g. pre and post assessment).
- Demonstrated ability to interface and collaborate with internal/external clients, peers, management, and vendors to develop training solutions.
- Demonstrated experience using Microsoft Word, Excel, PowerPoint, Visio, and Project.
- Must demonstrate effective resource and project planning, decision making, results delivery, team building, and the ability to stay current with relevant technology and innovation.
- Must demonstrate strong ethics, influence and negotiation, leadership, interpersonal skills, communication, and the ability to effectively manage stress and engage in continuous learning.

- Demonstrated experience delivering training to both technical and non-technical audiences.
- Demonstrated ability to follow Edison safety protocols and safe work practices.
- Must demonstrate effective resource and project planning, decision making, results delivery, team building, and the ability to stay current with relevant technology and innovation.
- Must demonstrate strong ethics, influence and negotiation, leadership, interpersonal skills, communication, and the ability to effectively manage stress and engage in continuous learning.

Preferred qualifications

- Master’s degree in education, instructional design, business, industrial-organizational psychology, or related field.
- Project Management Professional (PMP) certification
- Certified Professional in Learning and Performance (CPLP) certification

Comments

- Additional testing may be required as part of the selection process for this position.
- Candidates for this position must be legally authorized to work directly as employees for any employer in the United States without visa sponsorship.
- Southern California Edison, an Edison International (NYSE:EIX) company, serves a population of nearly 14 million via 4.9 million customer accounts in a 50,000-square-mile service area within Central, Coastal and Southern California. Join the utility leader that is safely delivering reliable, affordable electricity to our customers for over 125 years. Edison International is an Equal Opportunity Employer (EOE).

Please visit our website WWW.SCE.com for more info, or apply online directly for consideration using the job title and requisition number listed above.

Director of HR

Job Description:

Western Dental Services (WDS), Inc., California's largest dental services provider headquartered in Orange, CA consists of over 600 corporate staff /professionals and more than 3000 dentists/staff in 260 dental clinic locations is looking for a talented and motivated Human Resources Leader. The Director will lead the organization's Human Resources vision and strategy and be a critical component to our continued success as we expand our footprint in the market. We are in search of a Human Resources Leader who not only has practical knowledge of all the functional disciplines of Human Resources Management but the ability to implement best-practices and strategies to achieve the short and long-term goals of the organization.

Key Responsibilities:

- Leads a team of 10 to 12 human resources professionals and support staff
- Provides employee relations services to corporate personnel
- Supervises and conducts workplace investigations
- Maintain extensive broad-based working knowledge of Human Resources practices and requirements
- Assists with high-level problem solving to ensure compliance with governmental and legal regulations, as well as corporate policies and procedures
- Partner with management to provide guidance, recommend solutions and implement employee relations strategies
- Work with hiring managers to ensure successful on-boarding of new hires
- Maintain the administration of benefits enrollment
- Facilitate employee performance management process and succession planning programs and initiatives

- Responsible for implementation of human resources programs at the regional level in accordance with corporate strategy
- Facilitate change management initiatives
- Analyze data, recommends policies, practices and process improvements
- Contributes to the strategic human resources plan, and supports human resources management in achievement of general operations and goals
- Responsible for overseeing the benefits administration and compensation programs
- Performs duties in conjunction with operational support, inclusive of Labor Relations, Worker's Compensation, and unemployment

Job Requirements:

- The successful candidate must possess a Bachelor's Degree, with a Master's Degree preferred
- Professional certification including but not limited to SPHR, PHR, and/or white professional designation preferred
- Minimum 10+ years of professional experience in Human Resources environment
- High degree of proven leadership skills
- High level of interpersonal skills
- Ability to follow company policies and procedures
- Must be self-motivated, confident, highly dependable, and have solid follow-up skills and high sense of urgency
- Ability to interact with other departments to gain access to necessary information and be able to multi-task
- Excellent organizational skills
- Experience with Microsoft Office programs
- Must have strong communication skills, and broad managerial capability. Ability to work in a matrix organization and lead cross functional teams
- Ability to foster and develop effective internal and external business relationships is essential

Please follow the following link to apply:

<https://www1.apply2jobs.com/western dental/HVExt/index.cfm?fuseaction=mHvexternal.showPositionDetails&PID=170>

Bilingual Regional HR Manager

Saia Inc. - Fontana, CA

Job Description

Job Responsibilities

As a Regional Human Resources Manager, you will be based in Fontana, CA and are responsible for employee relations and human resources compliance for Saia locations in CA, AZ, OR, WA, ID and NV and will report to the Director, Human Resources.

Additional responsibilities:

- This position is responsible for employee relations, ensuring consistent policy and procedure application, including progressive discipline, problem resolution, and workforce diversity to maximize employee satisfaction.
- Proactively monitors employee/labor relations issues, ensure effective communication with employees, enhance management-employee interaction and ensure consistent policy and procedure application, including progressive discipline, problem resolution, and workforce diversity to maximize employee satisfaction.

- Identifies issues and make recommendations to improve effectiveness of human resources functions in order to positively impact, the corporate vision, goals and the overall business strategy.
- Provides counsel and leadership in human resources decisions, procedures and programs, act as a liaison for feedback and communication between Corporate Human Resources and Regional Management team.
- Facilitates and delivers corporate-initiated training programs.

Job Requirements

You know how to keep employees happy while insuring successful HR compliance. Inspiring and coaching others is what you do best; and that's why we want you on our team! Here's what else you'll need to qualify for this exciting HR opportunity:

- Bachelor's degree in Human Resources or Organizational Development
- SPHR or PHR certification.
- Minimum 5 years of progressive human resources management or generalist experience
- Experience successfully supporting HR functions in a high volume, large employer, multi-state/multi-site work environment a must
- Bilingual English/Spanish communication skills strongly preferred
- Working knowledge of federal, state, and local employment law (including California)
- Demonstrated leadership, interpersonal, organizational, facilitation and coaching skills, and abilities including innovative problem solving and confident decision-making .
- Effective written and verbal communication skills.
- Computer literacy with MS Office and especially MS Word/Excel strongly preferred.
- Position will involve approximately 50% travel.
- Transportation industry or knowledge of Department of Transportation regulations experience preferred but not required

Benefits

At Saia, your success is our success! That's why we work hard to provide you with what you need to build an awesome career. We are committed to rewarding superior employee performance so that when you work hard, your achievements won't go unnoticed.

We are proud to offer the following benefits:

- Health Insurance with Medical, Dental, Rx & Vision
- Free Life Insurance
- Company car
- Free Disability
- 401(k) with immediate vesting & company match
- Immediate eligibility for Holiday Pay
- Paid Vacation days and Personal/Sick Day
- Employee Stock Purchase plan
- Credit Union

Our Mission

At Saia Inc., success comes down to taking care of the people who matter most – our customers, our employees and our shareholders. The rest will take care of itself. "Provide best-in-class service – as defined by our customers – through quality processes in an environment that respects employees, advocates safety, recognizes excellence, and builds shareholder value."

For more information on Saia, visit the Saia website at <http://www.saiacorp.com>

HR Director

Live Nation - Greater Los Angeles Area

Job description

The HR Director – House of Blues Entertainment will report direct to the Division President and dotted line to the SVP, Human Resources, Live Nation Entertainment. The role will partner with HOBE leadership in developing, recommending and leading human capital strategies, processes and solutions in and across all HOBE venues. This role will lead an HR team in providing client-valued services, HR functional excellence, process improvement, and consistent policy and procedure application.

Responsibilities:

- Work with divisional leaders to understand business goals. Develops and recommends new approaches, policies and procedures that effect continual improvements in business objectives, productivity and development of HR within and across the HOBE organization.
- Develops a strategic HR framework that is aligned with the Company and Division's broader HR strategy, and is focused on the areas of talent acquisition, performance management, employee engagement and succession planning in support of HOBE's short and long-term business goals and strategies.
- Challenges the status quo and pushes for positive changes; involves others in processes and decisions to ensure their support.
- Leads, develops, mentors, and maintains a team of strong HR generalists.
- Develop and facilitate training and development initiatives to enhance the caliber of the current talent pool and infuse new competencies in support of HOBE's quality of leadership throughout.
- In collaboration with other HR colleagues, develops and implements strategies and processes to improve retention among top performers and high potential employees.
- Support, counsel, and coach clients in the areas of employee relations and other employment-related workplace issues.

Focused Areas of Responsibilities:

Employee Engagement and Culture Building - Work with the Executive Vice Presidents and members of the HR leadership team to continue improvement of existing programs and adding new programs -- from team building and communication, through training and staff development.

Employee Relations & Development

- Maintain a culture where employees are comfortable accessing HR to resolve any issues related to the workplace, including issues of staff conflict.
 - Develop clearly established and communicated processes for conflict resolution that minimize organizational risks while addressing employee needs.
 - Identify and resolve sensitive employee issues in a timely manner.
 - Coach managers and maintain documentation as required.
 - Identify employee engagement opportunities and implement creative strategies through communication, training and employee recognition efforts.
 - Identify and implement professional development opportunities for employees that support organizational objectives and individual training.
 - Research best practices in order to continually improve existing performance management tools and feedback processes.
 - Coach Managers and help create accountability for effective use of performance management tools.
 - Recruitment
 - Negotiate employment terms with potential manager and above positions.
-

- Ensure that HOBE employees are properly on boarded and have received offer letters, orientation and office set-up on first day.
- Strategize with EVP to anticipate succession planning needs and implement workforce planning priorities.
- Compensation Management
- Function as liaison between the Company's Compensation department and HOBE executive team.
- Ensure that all positions within HOBE are properly evaluated per FLSA.
- Work with the EVP and Finance annually to review compensation across the organization to ensure equitable pay practices and identify problem areas.
- Conduct research and make recommendations for salary ranges for new positions and support hiring managers in determining individual salary adjustments as needed.
- Labor Relations
- Participate on labor negotiations team where appropriate.
- Work in coordination with Company's Labor Relations Specialist to implement and manage the Division's Labor Relations objectives.
- Interpret contract terms as required. Support implementation of labor contract as required.

Desired Skills and Experience

- Bachelor's degree plus 10 years of relevant experience required working in hospitality, nightlife or casino environment
- Demonstrated knowledge of multi-state labor law (federal and state), wage and hour compliance
- Ability to travel extensively with little to no notice and to work varying hours as needed
- PHR or SPHR Certification preferred.
- Strong leadership, interpersonal, and problem solving skills
- Takes initiative, ownership, and works independently
- Excellent written and oral communication skills with the ability to communicate effectively to the executive level.
- Demonstrates a high level of integrity.
- Comfort in a fast paced, results driven environment with people driven to succeed.

http://www.linkedin.com/jobs2/view/7173794?trk=rj_em

I am in search for a Temp to Perm HR Generalist with 3-5 years' experience in Torrance.
Please forward resume to human.resources@usscurology.com. Attention: Nikki Dashti

There is an opening at Golden State Water Company (a division of American States Water Company) in San Dimas for a Human Capital Management Generalist - Talent Management & Employee Relations.

Please use the following link to apply: <http://www.aswater.com/Careers/careers.html>

Los Angeles Unified School District
Human Resources Specialist I and II
Reference code HR Spec I & II - 9/13
Minimum Salary \$19.80 Hourly
Maximum Salary \$29.60 Hourly
Application Open Date 09/26/2013

Information about LAUSD

Second largest in the nation, the Los Angeles Unified School District (LAUSD) enrolls more than 640,000 students in kindergarten through 12th grade, at over 900 schools, and 187 public charter schools. The boundaries spread over

720 square miles and include the mega-city of Los Angeles as well as all or parts of 31 smaller municipalities plus several unincorporated sections of Southern California.

Benefits

- Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans.
- Retirement: Membership in the California Public Employee Retirement System (CalPERS).
- Vacation: Two weeks of paid vacation to start. Three weeks after five years of year-round paid service. (Vacation days will be prorated based on an 11 month assignment.)
- Paid Holidays: 11 days.

NOTE: Positions in this job classification will be offered on an 11 month basis, although additional days may be assigned. Salary and paid time off will be adjusted accordingly.

Job Duties/Responsibilities

- Performs a full range of human resources activities of gradually increasing scope and complexity with increasing requirements of initiative and independence of action in the areas of classification and compensation, talent acquisition (recruitment), employment assessment and selection, staff development and training, and employee relations.
- Designs and conducts job analyses for the purposes of position classification, salary evaluation, employment test construction and validation, recommendation of minimum requirements, and/or determination of necessary staff development programs.
- Consults with District personnel, employee representatives, employers, community groups, and others, in order to obtain or impart information, answer inquiries, and explain procedures and regulations.
- Conducts a variety of studies and analyses in support of human resources functions.
- Composes a variety of materials including recruitment literature, job analyses documentation, class descriptions, reports, and staff development training materials.

Minimum Requirements

Required Education: Graduation from a recognized (accredited) college or university, preferably with a major in human resources, personnel, public or business administration, or one of the behavioral sciences.

Human Resources Specialist I Required Experience: Professional/Technical experience in employee recruitment, selection, position classification, labor or employee relations, staff development, or salary administration is highly desirable. Successful candidates will be those who show a commitment to the field of Human Resources and will have completed courses in human resources, public administration, or a directly related field (a degree in Human Resources Management is desirable) and/or will have previous professional human resources experience. Additionally, they will possess a sophisticated understanding of technology.

Human Resource Specialist II Required Experience: Six months of experience as a Human Resources Specialist I or one year of technical human resources experience in professional human resource functions. A master's degree in human resources, personnel, or public administration, or one of the behavioral sciences may be substituted for six months of the required technical experience. It is anticipated that successful candidates will possess a degree in human resources or a directly related field (a master's degree is highly desirable) and will have previous professional human resources experience in one or more of the following areas: talent acquisition (recruitment), employment assessment, classification and compensation, employee relations, and/or staff development and training. Additionally, they will possess a sophisticated understanding of technology.

Desirable Qualifications

Aside from the requirements noted above, the successful candidate will possess:

- Strong communication skills (oral and written).
- Skills in multitasking and producing results.
- A commitment to customer service.
- A dedication to personal development and to staying abreast of best business practices.
- Knowledge of federal, state, and local laws and regulations relating to Human Resources.

Employment Selection Process

The selection process is likely to include a computerized multiple-choice test, a writing project, and an interview. We anticipate receiving a number of well-qualified applicants for this position; therefore there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. To honor this request we will be adhering to a pre-planned employment assessment schedule. We expect the first test part, the written test, to take place the week of October 28, 2013. Please mark your calendars accordingly as once we schedule a testing appointment for you, we will not be able to reschedule your appointment. Candidates who took the written test for these positions in May 2013 and did not pass, may reapply and retest during this recruitment process. Candidates who took the written test and passed will not have to retest. Candidates who participated in the interview in June may reapply; however, their interview scores will be certified (reused) for this selection process. Please note that all correspondence relating to this recruitment and assessment process will be made through your email account so please be sure to check your email frequently.

For more information about the LAUSD employment assessment process, please visit the "My LAUSD Career" section of our website at: <http://www.lausdjobs.org/>

Director of Career Services

ITT Educational Services, Inc. - Torrance, CA

Overview

ITT Technical Institute is a leading provider of technology-oriented postsecondary degree programs designed to help students develop skills and knowledge they can use to pursue career opportunities in a variety of fields. At our more than 140 accredited ITT Technical Institutes located in approximately 39 states, we predominately provide career-focused degree programs of study in fields involving technology, criminal justice, business, and nursing to approximately 60,000 students. Today, we continue to execute our model, add new programs of study, and grow at a very rapid pace building new campus locations across the country.

At ITT Tech we are committed to helping men and women develop the skills and knowledge to pursue many opportunities in fields involving technology, criminal justice, and business.

The Director of Career Services is responsible for planning, developing and administering career and employment assistance programs for students, graduates and alumni. The Director of Career Services will build effective relationships with local and regional corporations, non-profit and government organizations and community partners to identify employment opportunities.

Responsibilities

- Develops and implements marketing plans to achieve graduate employment goals.
- Maintains presentation skills certification.
- Organizes and sets the Career Services Program annually.
- Oversees training and development of the Career Services staff.
- Builds and maintains relationships with local and regional corporations and organizations.
- Develops and maintains systems used to identify employment opportunities for students.
- Assists graduates in securing employment in their field of study.
- Provides career coaching and interview techniques through seminars and workshops.
- Oversees maintenance of Career Services database.
- Maintains department compliance with government and accreditation regulations.
- Manages quality surveys.
- Serves as a member of the school's Advisory Committee.

Requirements

- Bachelor's degree in a related area or equivalent experience.
- Minimum of 3 years' experience in recruiting, career services and employment assistance, or in sales.
- Strong oral and written skills required.
- Excellent interpersonal, influencing, and presentation skills required.
- Proficiency in Microsoft Office and the Internet required.
- Proven track record of project completions, multi-tasking, and the ability to handle a high pressure environment with significant timeline pressures.
- Management experience required.
- History of developing constructive and cooperative working relationships with others and maintaining them over time.

At ITT Technical Institute, we are experiencing terrific growth and offer robust career development and advancement potential! We offer a competitive salary, 401(k), group medical, dental and vision coverage, flexible spending accounts, a tuition discount program of more than 50% for you and your immediate family members, and employee tuition reimbursement, just to name a few.

Visit us at <http://careers-itt-tech.icims.com> to learn more about us and apply online.

Seminar Instructor (Orange County, CA)

National Notary Association - Greater Los Angeles Area

Job description

This unique Orange County based position offers you excellent part-time income, flexible hours and the opportunity to meet new people in fresh venues on a regular basis. In this role you will become the face of the NNA for many Notaries, helping them launch and build successful careers. You will deliver a standardized program that prepares people to pass the California state Notary exam in various locations in your region.

This position is part-time (32 hours per week) with the possibility of becoming full-time in the future. Also, while the position is based in Orange County, CA, candidates should be able to reasonably commute to the NNA offices in Los Angeles County during training and/or as needed.

Qualifications:

- A Bachelor's degree in Communications, Education, Business or other related field; or an equivalent combination of education and experience.
- Adult education experience is desirable.
- Excellent presentation skills, including the ability to represent complex topics in simple terms by showing relevant examples, ideally gathered from professional experience.
- Strong self-motivation, professional maturity and a demonstrated ability to achieve goals independently; experience working remotely or telecommuting is a plus.
- Strong customer service skills.
- The ability to "think on your feet" to respond to questions that may not be covered in the materials.
- The resourcefulness to maintain poise and improvise in diverse situations.
- Solid oral and written communication skills.
- Strong attention to detail.
- Working knowledge of spreadsheets, databases, and word processing software is a plus.

http://www.linkedin.com/jobs2/view/7327785?trk=rj_em

Vice President of HR for National Stores Inc. - Greater Los Angeles Area

Job description

Fast growing mid-size discount retailer with 200+ stores headquartered in Los Angeles area is seeking an experienced Human Resources executive to serve as Vice President of Human Resources. The Vice President of Human Resources is responsible for the major areas of talent acquisition, i.e. recruiting, job accountabilities, job descriptions, on boarding, training, coaching, retention, performance management, succession planning, employee relations, compensation, and benefits. Reports directly to the CFO as the ranking Human Resources executive in the company.

Job accountabilities:

- Resolves employee relations matters and proactively monitors potential issues that may arise. Scripts conversations with Executive staff prior to communicating to teams on employee issues.
- Follows up on all HR issues. Approves recommendations for terminations. Reviews employee appeals through complaint procedure.
- Determines and recommends employee relations practices necessary to establish an exciting place to work environment, modeling the company's Mission Statement.
- Drives a culture of development, performance and accountability and building leadership capability to meet the people needs of a growing organization.
- Develops and drive overall Human Resources strategy for the company including the crafting of company-wide performance management, succession planning and career planning strategies.
- Grows the best teams in the country by hiring, training and managing world-class talent. Establishes standard recruiting and placement practices and procedures.
- Analyzes and determines training needs of the company and develops plans, procedures and programs to meet specific training needs of organization/stores.
- Develops/maintains strong working relationships with the SVP of Stores and the SVP of Loss Prevention.
- Ensures compliance with Human Resources laws and regulations. Directs the preparation of information requested or required for compliance. Acts as primary contact with labor counsel and outside agencies.
- Establishes wage and salary structure, pay policies, implementation of employee review process and training of this process. Responsible for employee benefit programs and healthcare reform; monitors for effectiveness and cost containments.
- Directs the preparation and maintenance of reports necessary to carry out functions of the Human Resources department. Prepares periodic reports to Senior Management, as necessary or requested.
- Additional responsibilities as assigned.

Desired Skills and Experience

- 10+ years of progressive Human Resources management experience.
- Bachelor's degree or equivalent specialized training in compensation, preventive labor relations and experienced with employee legal action and working in a multi-state environment.
- Retail knowledge and experience with multi-stores required.
- Experience working with an entrepreneurial and growth-oriented company preferred.
- Superior written and verbal communication skills.
- Strong problem-solving skills; ability to think strategically in developing solutions to complex problems.
- Unquestionable business and personal integrity and ethical standards
- Excellent interpersonal abilities. Ability to get along with diverse personalities; tactful; mature; flexible.

http://www.linkedin.com/jobs2/view/7526585?trk=rj_em

Senior HR Generalist

Octagon - Los Angeles, CA

Job description

In this position, the Senior Human Resources Generalist is a key member of the Human Resources team that supports three Interpublic Agencies. Reporting to the VP of Human Resources, this person will be responsible for day to day human resources operations. This will include, but not limited to, employee relations, performance management, payroll and benefits related matters and talent management.

DUTIES AND RESPONSIBILITIES:

Employee Relations

- Works with VP HR to counsel employees concerning work-related matters
- Maintains employee handbook on policies and procedure and effectively communicate policies to employee population. Manage IPG and CMG corporate compliance initiatives (e.g., Code of Conduct, on-line compliance trainings, etc.)
- Manages and conducts New Hire Orientation for all West Coast Region employees
- Coordinates new employee set up with office services and IT
- Conducts exit interviews and provides feedback to management when necessary
- Partners with the VP, Human Resources by identifying general areas of development (competencies/skill sets) for employee population and creating solid employee development programs.
- Works with internal clients to develop and maintain the Company's Diversity & Inclusion program and assist with the annual Affirmative Action Plan regulations

Performance Management Process

- Councils and assists managers with Performance Management Process (PMP) as needed
- Tracks, monitors and distributes monthly performance reviews to managers for processing
- Collects all PMP paperwork and routes to appropriate parties for payroll purposes

Benefits Administration

- Administers and communicates the Company's benefits program in regard to plan options, policy features, enrollment and other requirements
- Partners and coordinates with HR generalist in CT regarding any type of leave and workers compensation claims

Administrative Duties: West Coast Region

- Manages payroll process for all regional employees (hires, terminations, promotions, increases, transfers, leaves of absence, etc.)
- Generates all compensation change related paperwork
- Maintains all employee files and personnel records
- Routes all action paperwork for signatures and sends to appropriate parties
- Reconciles paycheck issues with payroll
- Collaborates with recruiting staff, and assist when needed.
- Responds to employment verifications and unemployment inquiries

Other

- Assists with the planning and coordination for companywide and regional office events
 - Assists with various projects as needed
-

- Networks within both the HR and Entertainment industry to stay abreast of new best practices and industry trends

http://www.linkedin.com/jobs2/view/7566873?trk=rj_em

HR Director Job Opportunity

F. Gaviña & Sons, Inc.

Position Summary:

A strong sense of family is at the heart of F. Gaviña & Sons, Inc., more commonly known as “Gaviña.” The Company, one of the largest and most successful coffee businesses in the western United States, has been a specialty coffee roaster since 1967. Currently, Gaviña is the largest privately held minority coffee roaster nationwide, producing more than 30 million pounds of roasted coffee a year.

Gaviña is currently seeking a dynamic, self-starter to lead its Human Resources Department. The HR Director will have an all-inclusive role serving as an HR Generalist and will provide leadership and administration of all human resources functions for more than 200 employees. While directing two direct reports, the successful candidate will develop and implement corporate human resources strategies and programs in Manufacturing, Material Management, Order Services, and Engineering. Primary Objectives include direct oversight of the development and implementation of employment, training, performance management, compensation and benefits, health and safety and all other pertinent human resources systems to meet both legal and operational requirements. The successful candidate will also oversee EEOC and diversity programs and direct all employee-relations concerns including grievances and mediation of workplace disputes.

Requirements:

- Fluency both in verbal and written Spanish required.
- Master’s Degree in Human Resources Preferred and five (5) to ten (10) years of proven experience in a senior-level Human Resources position. SPHR or PHR also preferred.
- Must be able to complete SQF, HACCP, GMP, and Food Safety & Security Training.
- Expert in MS Office and proficient in ORACLE.
- Superior interpersonal and communication skills and the ability to develop and maintain good working relationships with all employees.
- Ability to develop an employee-oriented culture that emphasizes quality, continuous improvement, and high performance.
- Excellent management, organizational, presentation, and negotiating skills are also required.
- Must be able to deal effectively with all levels of staff, management and on site clients.
- Must possess superior organizational skills and be able to prioritize and work simultaneously on several projects.
- Ability to operate within a team work environment.

F. Gaviña & Sons, Inc. is an equal employment opportunity employer and considers qualified applicants for employment without regard to race, gender, age, color, religion, national origin, marital status, disability, sexual orientation, or any other protected factor. Please submit your cover letter and resume to:

Francisco J. Aparicio, Esq.
General Counsel
F. Gavina & Sons, Inc.
f.aparicio@gavina.com

Car Pros Automotive has two openings in the Huntington Beach area; HR Generalist and HR Assistant. Please pass along my email to anyone interested!

Ginger Aden, Car Pros Automotive Group Human Resources Manager
ginger@carpros.com
(253) 681-6378 x1020 or (253) 219-4473 Cell

I am on the hunt for my replacement as Regional HR Manager for Golden State Foods.
I work out of the City of Industry and cover the City of Industry, Phoenix, and Hawaii.
This is an absolutely fantastic company and this is a great opportunity for a seasoned HR Professional with Union experience and preferably distribution experience.
I just built a great team and am somewhat saddened to leave but could not pass up the new opportunity.
Feel free to contact me offline for more information or feel free to share my contact info/e-mail with anyone who may have interest.

Herb Callahan, SPHR-CA, Regional Human Resources Manager
Direct: 909-348-6006 Fax: 909-598-5719

I have been retained by a successful Restaurant chain that has been in business for just about 30 years. They are in need of someone to join their team within the Human Resources Function.

Home Based in Sacramento, this individual will have the opportunity to:

- Join a stable organization
- Grow within the organization (this is a highly visible role the current Director at corporate started in this role)
- Have the flexibility that comes from working from a home based office

People Services Representative

- Great opportunity to GROW
- HIGHLY visible role
- Good salary
- Mileage reimbursement
- Bonus potential

Job Purpose Summary

This position is responsible for all aspects of People Services programs, policies, and procedures in support of Field Operations focusing on, but not limited to, Recruiting and Employee Relations.

Essential Job Duties

- Coaches and counsels on issues related to People Services.
 - Partners with Field Operations to ensure compliance with all local, state and federal laws and regulations.
 - Counsels Field management regarding work-related problems such as performance or misconduct issues, recommending appropriate actions such as discipline or termination, ensuring compliance with all Company policies and procedures, and employment laws.
 - Conducts investigations.
 - Provides information regarding health insurance plans, including medical, dental, prescriptions, vision, short-term and long-term disability coverage.
 - Establishes partnerships with District Managers and Regional Directors to attract, select, retain, and inspire the highest level TM's necessary to successfully contribute to Company's results.
 - Supports recruiting efforts
 - Coordinates hiring processes by assisting District Managers with reference checking, initiating offer letters, and maintaining the Staffing Roster.
-

- Partners with District Managers and Regional Directors to ensure the identification and development of internal resources for promotion, to support Company's growth in the future.
- Supports the Management Resource Planning process.
- Helps ensure development plans are in place.
- Responsible for other People Services projects as assigned, possibly including:
 - Develops People Services related Field training programs.
 - Monthly and annual reporting of People Services hotline calls.
 - Drafts People Services policies.
 - Manages the Performance Appraisal process

JOB QUALIFICATIONS

- Education: Bachelor's degree or equivalent combination of education and experience. PHR designation preferred
- Experience: Minimum of 2-3 years related experience in Human Resources with an emphasis on staffing and employee relations.
- Knowledge: Thorough knowledge of staffing programs and federal, state, and local employment laws.
- Language Skills: Excellent oral, written, and presentation communication skills. Bilingual English/Spanish strongly preferred.
- Math Skills: Analytical math skills.
- Other Skills: Excellent analytical and project management skills. Word-processing and spreadsheet software package skills.
- Reasoning Abilities: Ability to problem-solve and interpret instructions and guidelines.
- Other Abilities: Ability to work in a team environment, promoting cross-functional collaboration in order to support Field Operations. Ability to travel, mainly by automobile and some (on the rare occasion by plane) total 75% of the time.

Reports to the Sr. Regional People Services Manager.

Frequent contact with various levels of Corporate and Operations Field Management concerning staffing plans, questions, concerns, reports, information, and assistance.

Please have anyone you can recommend contact me directly at (310) 618-0441 or email their resume to:

cziel@essentialsearch.net

The Region Human Resources Manager (RHRM) is accountable for the delivery of human resources policies, processes and systems in a region which includes multiple sites. This role additionally has direct oversight for all aspects of Human Resources at the designated sites in southern California.

Key deliverables for this role will be the Execution of HR strategic initiatives and objectives at the regional level and ensuring alignment with business strategies and priorities; partnering with shared services on employee issues and complaints; while maintaining positive employee relations and maintaining union free status.

The requirements listed below are representative of the knowledge, skill and/or ability required for his position.

- Bachelor's degree or equivalent related work experience.
- Minimum of 10 years related experience, with at least 4 years in a manufacturing HR environment.
- Matrix HR support and multiple site leadership experience; experience in a Shared Services structure desired.
- HR colleague management and development.

Darryl Miller Director Rockwood Search Associates
 1001 Sixth Avenue Btn 37th & 38th St 22nd Floor New York, NY 10018
 Office: 646-747-9232 Cell: 212-729-6693
dmiller@rockwood-search.com www.rockwood-search.com

We have an immediate need for a Payroll Specialist at our San Dimas office (near the 57 - 210 interchange).

This position will be a temp to full time opportunity and we will be payrolling the candidate through the temporary agency that we are also using to assist in the search.

NO PHONE CALLS OR AGENCIES, PLEASE!

The qualified applicant will possess ALL of the following:

- RECENT JD Edwards payroll processing (checks are printed in-house)
- ADVANCED Excel skills, including pivot tables, v-lookup, etc.
- Multi-state payroll processing experience
- Ability to process weekly and bi-weekly payroll processes simultaneously
- Knowledge of / experience with payroll tax preparation and submissions
- Ability to pass a criminal background check and drug screen

Salary will be dependent on experience, please be sure to include salary expectations when e-mailing me.

Cristin Goldman

We are interviewing this week, so if you know (or are) anyone that has ALL of the qualifications listed below, please e-mail me at my work e-mail address: cristin.goldman@gswater.com

Manager Human Resources

Mattel - El Segundo, CA

Job description

At Mattel, our vision is 'Creating the Future of Play'. We strive to achieve this vision primarily through our creative and energetic employees who DARE to be innovative, and THRIVE in a friendly and fast-paced environment. Mattel is committed to developing employees and supporting their career goals, helping them GROW with a host of meaningful experiences and learning opportunities. And by promoting a culture of BALANCE that emphasizes working passionately and taking time to play often, we are proud of how our employees LEAD by example in all that they do!

The primary responsibility of the Manager, Human Resources is to partner with the HR Vice President to provide broad support to Marketing, Finance and Sales & Operations Planning within the North America Division in functional areas of human resources: staffing, employment, employee relations, performance management, training and development, compensation and benefits, immigration, HR administration as well as safety and security.

KEY RESPONSIBILITIES:

Responsible for overall management of Human Resource programs within the assigned client group base. Act as conduit through which these programs and services are delivered to clients in line with their strategic plan.

Responsible for ensuring effective communication of these programs and services to the organization and implementation of all HR related policies and procedures. Manage key processes and make decisions relative to employee relations, staffing, training, performance management, succession planning, compensation and benefits for assigned client groups.

Manage employee relations issues including conflict resolutions, investigations and Code of Conduct violations as well as coaching and counseling of employees, performance management, facilitating disciplinary meetings and providing consultative advice. This includes building relationships with management and employees, making recommendation for resolution, conducting and documenting investigative interviews and case conversations. In all cases practice and guide managers in consideration of employment law and regulations. Ensure investigations are

conducted in a professional manner, compliant with all relevant local, state and federal laws, and that all parties involved are treated with confidentiality, dignity and respect.

Partner with clients to identify needs and recommend solution that drive workforce improvement stemming from personal observation, survey results and/or management direction. Participate and assist with coaching and counseling of employees and management. This may include, but is not limited to, performance discussion, career guidance, and other HR related areas.

Engage in all issues pertaining to flexible workforce including independent contractors and temporary workers. Manage contingent headcount within assigned budget.

Desired Skills and Experience

KEY CHARACTERISTICS:

- Ability to work independently, as well as part of a team
- Demonstrated effective communications to include interacting with all levels of employees; negotiating, consulting, problem identification and resolutions; organization; planning; prioritization; and time management
- Demonstrated facilitation and coaching skills
- Demonstrated excellent verbal and written communication skills
- Excellent analytical skills

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree or equivalent degree
- At least 5 years' experience in human resources - including knowledge of employee relations, organizational development, staffing, performance management, and compensation
- A solid basic knowledge of federal and California employment law

PREFERRED QUALIFICATIONS:

- A Bachelor's degree or equivalent degree in Human Resources, Industrial Relations or Business Management
- Proficient in MS Office
- Experience with HR systems

Mattel is an Affirmative Action/Equal Opportunity Employer

http://www.linkedin.com/jobs2/view/9363294?trk=rj_em

Human Resources Manager

Burbank, California, United States

Company Description

A non-union manufacturing company in the Aerospace industry. They are a subsidiary of a Worldwide International Corporation.

Job Description

In this multi-faceted, hands-on management role, you will develop policy and direct and coordinate human resources activities, such as employment, compensation, labor relations, benefits, and training and employee services. You will also support companywide initiatives pertaining to safety and export compliance.

- Acts as generalist covering all facets of HR including recruiting, retention, compensation, benefits, training, and talent management.
 - Works closely with the management team and Corporate HR.
 - Responsible for legal and regulatory compliance in a number of areas including Federal and state law, OSHA, Ethics, ITAR and EAR. Consults legal counsel to ensure compliance.
 - Coach and counsel employees and leadership team to maximize employee engagement and foster a high-performance team.
 - Coordinates training and development efforts and performance management to drive continuous
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improvement and maximize skill level of all associates.

- Operates in a position of trust and confidentiality, able to handle complex situations to resolution.
- Develops, communicates and maintains policies and procedures that ensure compliance while driving corporate culture.
- Maintains a human resources system that meets top management information needs.
- Analyzes wage and salary reports and data to determine competitive compensation plan.
- Prepares personnel forecast to project employment needs.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.

Qualifications

- Bachelor's degree in Business, Human Resources, or related field with PHR or SPHR certification a plus.
- Minimum 5 years HR Generalist experience
- Experience working in a non-union manufacturing plant, highly preferred.
- Strong partnering, facilitating, influencing, and negotiating skills
- Ability to manage multiple priorities
- Analytical and problem solving ability
- Strong communication, interpersonal, trust and relating skills
- Aptitude and desire to learn Federal export control regulations, including the Export Administration Regulations (EAR), the International Traffic in Arms Regulations (ITAR), Foreign Trade Regulations (FTR), and related directives, guidelines, and policy initiatives.
- Experience with ITAR compliance, including commodity jurisdiction requests, Technical Assistance Agreements and licensing a plus.
- Must be US citizen or hold permanent residency status.

Additional Information

For additional information please feel free to contact Rick Gilbert at 510-868-0452

or

Email: Rick@Hire-Vision.com.

As a result of aggressive growth and expansion, my client is looking for a highly visible Human Resources Director. This \$500 Million, growing suburban Los Angeles distributor is a field service leader. Because this is a high profile role and due to its importance to the overall organization this person will be earmarked for succession planning and promotion. Total Compensation for this role will be up to \$175, 000 (includes lucrative bonuses)

Major responsibilities and background needed:

- Partner with senior management team to develop organizational development programs through succession planning, employee engagement, and performance management.
 - Oversee a staff of 10 including Human Resources, Training, and Safety departments. Manage multiple sites.
 - Operate all training and development activity. Department will operate as an organizational leader in the development and implementation of technical and leadership training solutions.
 - Oversee Staffing function. Partner with business managers in developing sourcing and selection strategies for positions at all levels of the company.
 - Conduct regularly scheduled meetings with human resources staff to exchange information and provide ongoing support and problem resolution.
 - Direct development and maintenance of human resources information systems to ensure record keeping
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and reporting requirements are accurate and timely.

- Advise management in appropriate resolution of employee relations' issues. Respond to inquiries regarding policies, procedures, and programs.
- Excellent communication, hands on, people development, planning and organization skills required.
- Bachelor's degree

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