



**SEGUE  
SOLUTIONS**

# My Career Strategy January 2014 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](mailto:Segue@Propster.com)

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United States <b>6.7%</b>	☺ ↓	<b>December 2013 Unemployment Rates</b>	☺ ↓	Los Angeles County <b>9.2%</b>
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### In the News

(Reuters) - Labor union membership as a percentage of the U.S. work force stabilized at 11.3 percent in 2013 after several years of declines, government figures showed on Friday.

In an era of diminished power for unions in the economy, the Labor Department reported that there were 14.5 million union members last year, about level with 2012.

By comparison, in 1983, the first year for which the department published comparable data, union membership was 20.1 percent, with 17.7 million U.S. union workers.

Union membership in the private sector grew slightly in 2013 to 6.7 percent from 6.6 percent. This was offset by a drop in the percentage of public-sector employees belonging to unions to 35.3 percent in 2013 from 35.9 percent in 2012, data showed.

The latest U.S. data suggest, "the erosion of public sector union coverage reflects the new anti-collective bargaining policies implemented in several states," said Lawrence Mishel, president of the liberal-leaning Economic Policy Institute.



### Career Center

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

#### Senior Human Resources Generalist

Phenomenex.com - Torrance, CA

This position 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. Key responsibilities include performing and delivering various human resources functions and programs including benefits, employee relations, learning/development, and performance management. Position reports to the Sr. Human Resources Manager. Take a look at this opening. More information available online.

#### Senior Human Resources Business Partner

Trojan Battery Company - Santa Fe Springs, CA

Working closely with assigned management team, the Senior HR Business Partner 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 be responsible for facilitating training, recruiting, employee relations, performance management, benefits administration, career and business development. More information available online.

#### Human Resources Business Partner

UC Irvine Health - Orange, CA

Exciting opportunity to join a growing, top-ranked healthcare organization! Incumbent provides strategic advisement and consultation to assigned clients, leveraging and integrating knowledge of modern professional HR practice, the regulatory environment, and labor and employment law. The incumbent is the first point of contact for the client, working to identify and broker HR solutions with clients while appropriately utilizing the resources of subject matter experts within the department. More information available online.

**Analyst, Web Business**

Princess Cruises - Santa Clarita-just north of LA, CA

Princess Cruises - We are searching for a 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. In a city with enviable quality of life balance, our corporate offices are located in beautiful Southern California in downtown Santa Clarita. More information available online.

**Human Resources Generalist**

FedEx Office - Emeryville, CA

We are hiring! This position provides a broad range of HR support to all team members in assigned group. The responsibilities include a variety of human resources activities to include team member relations, retention, succession planning, team member development, performance management and communication of FedEx Office policies, meeting legal requirements, ensuring compliance, and among other duties and responsibilities as well. Take a look at this exciting opportunity! More information available online.

**HR Manager**

Company Confidential - Riverside, CA

Bilingual English/Spanish communication skills strongly preferred. Thorough understanding of all aspects of HR. Ability to maintain and safeguard all HR files. Manage recruitment process including placing job postings, managing candidate responses and performing screening interviews and new hire orientation. Extensive understanding of Federal, State and Local labor laws regarding hiring practices. More information at the PIHRA Career Center

**Senior Compensation Analyst**

San Manuel Band of Mission Indians - Highland, CA

Come join the HR team at the San Manuel Band of Mission Indians as our next Senior Compensation Analyst! Please contact Senior Recruiter, Christine Liles at [cliles@sanmanuel.com](mailto:cliles@sanmanuel.com) or 909.863.2270 X4423 for detailed information. More information at the PIHRA Career Center

**Vice President Human Resources**

Kramer-Wilson Company Insurance Services - North Hollywood, CA

Do you know Human Resources inside and out and love being a hands on executive at a company with 275 employees? Great Opportunity for a VP of HR who supports management by providing human resources advice, counsel and decisions consistent with the Company's policies and practices, and federal, state, and local laws and requirements. Position will be expected to rely on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. More information at the PIHRA Career Center

**Senior HR Business Partner**

Linn Energy - Bakersfield, CA

LINN Energy is currently hiring a Sr. Human Resources Business Partner for our Bakersfield, California office. This stand-alone position will report remotely to the HR Manager in Houston, TX, providing professional HR support to approximately 300 employees in California, Wyoming, and Texas. The successful candidate will have broad responsibility for all HR issues and will work closely with employees at all levels, including asset leadership, engineering, and non-union field employees. More information at the PIHRA Career Center

**HR Assistant**

Vavrinek, Trine, Day & Co., LLP - Rancho Cucamonga, CA

Under general supervision, performs specialized and difficult clerical, record keeping, and computer duties in an assigned area where experienced, independent judgment, and analysis of data is required; performs complex duties in technical areas of the Human Resources Department; performs related work as required. More information at the PIHRA Career Center

**Bilingual Spanish Human Resources Manager**

Yoshinoya America, Inc. - Torrance, CA

Yoshinoya America, Inc. - Torrance, CA Working at the Support Center in Torrance and reporting to the HR Director, the Human Resources Manager will work as a business partner with Operations and provide HR support to approximately 5 District Managers and 35 restaurants. This opportunity is available now and will be based at our restaurant support center, located in Torrance at the junction of the 110 and 405 freeways. This position will require visiting company restaurants More information at the PIHRA Career Center

**Human Resources Professional**

ITT Aerospace Controls - Valencia, Ca

This position is responsible for coaching /guidance to line managers on people management processes and issues, including performance management and general employee relations matters. Provides counsel/ guidance to employees and conducts fact findings as needed under supervision of HR leadership. Supports both training delivery and talent acquisition activities; Role will also support Lean site engagement, improvement and sustainment plan. BA/BS Degree required; Bilingual Spanish required More information at the PIHRA Career Center

[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](http://jobs.shrm.org/home/index.cfm?site_id=1612)

**CB & ASSOCIATES INC.**

CB and Associates frequently has local opportunities:  
[www.cbrecruiters.com](http://www.cbrecruiters.com)

**Human Resources Administrative Assistant**

Glendale, CA

Leading technology company has an opportunity for an experienced HR administrative assistant. Must know ADP-HRB. Position is temp/temp to perm.

If you are interested, please go to the following link: [HR Admin Assistant](#)

We have an opening for a **Vice President of Human Resources** my boss has given notice. You can see the job post on PIHRA's job board. I am happy to email the full job description on request.

Lee Ann Schumacher, Sr. Human Resources Representative  
Kramer-Wilson Company Insurance Services  
12200 Sylvan Street Suite 250  
North Hollywood, CA 91606

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[leeannschumacher@cnic.com](mailto:leeannschumacher@cnic.com)  
818 760-0880 ext 2269

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**Senior Benefits Administrator** - \$50K - Valencia location. Healthcare industry. For More Information call: 661 294-9045 or email: [Barringtonjobs@gmail.com](mailto:Barringtonjobs@gmail.com)

Lynn Gleim  
Cell 818 281-5841  
[lgleim@earthlink.net](mailto:lgleim@earthlink.net)

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**Risk Manager** - \$50K Direct Hire - Valencia location. Restaurant industry desired. For Information call: 661 294-9045 or email: [Barringtonjobs@gmail.com](mailto:Barringtonjobs@gmail.com)

Lynn Gleim  
Cell 818 281-5841  
[lgleim@earthlink.net](mailto:lgleim@earthlink.net)

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Gensler is Seeking an HR Coordinator and an HR Generalist.

Here's the link to apply  
<http://tbe.taleo.net/CH04/ats/careers/jobSearch.jsp?org=GENSLER&cws=1>

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### **Vice President, Human Resources**

Reports To: General Counsel  
Department: Corporate  
Industry: Interactive Content & Connectivity Solutions / approx. 700 employees  
Location: Los Angeles, California - Corporate  
(Operations based out of state- will require approx. 25% travel)  
Compensation:\$200k+ base plus bonus

The Vice President of Human Resources is responsible for overseeing and administering all human resource functions for the Company. The VP will make recommendations with regards to policies and procedures, manage the company recruitment program and administer employee relations and counseling at all employee levels. Additionally, the VP will manage compensation and workforce performance programs and be responsible for various training initiatives, including leadership and career development, to ensure a high level of employee productivity. The successful candidate will develop and maintain an effective business partnership with senior management, and act as an employee resource and coordinate HR activities in partnership with Private Equity firm owner. Position reports to General Counsel and manages a Human Resources staff of five based at the operations site.

#### **Essential Functions:**

- Manage the daily operations of the human resources department as it relates to the operations, the executive offices in Los Angeles, the technology, content distribution teams in Northern California and satellite office in New York.
- Provides human resources oversight in relation to employee relations, organizational change, staffing, reorganization policies and procedures
- Manages the human resources team including an Executive Director, HR, Director of Comp & Benefits, Recruiter and two coordinators on a regular basis assigning workflow, setting priorities and enhancing the systems and procedures currently in place.
- Partners with the senior management team in Los Angeles and at the operations location to ensure cultural awareness, best practices and administrative processes are managed.
- Ensures that all tactical and strategic HR initiatives are in place and partners with finance, legal and marketing to ensure compliance, financial measurements and employee communication are handled effectively.

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- Work in conjunction with the boards Compensation Committee and outside compensation consultants to recommend and establish appropriate compensation guidelines.
  - Manage the daily functions of the organizational design and hierarchy of the emerging company. Must be able to make unbiased recommendations that will enhance and improve the processes and workflow of the organization.
  - Assist department heads in identifying the right talent for the organization based on skills, expertise and cultural fit.
  - Ability to address key issues and work in conjunction with the priorities and initiatives set by the senior leadership and executive team at PE Firm.
  - Legal expertise in setting HR compliance, organizational design initiatives and policies and practices to suit a transforming organization.
  - Proficiency in handling benefits administration, 401K plans, employee perks and initiatives based on the organizational needs.

**Experience& Education:**

- Minimum of 10 + years of experience as an HR generalist, with last 5 years with management responsibility;
- Bachelor's Degree required, Master's Degree in Business Administration or related field preferred;
- Experience in recruitment, organizational design, training and development
- Demonstrated experience in handling complex employee retention across all levels;
- Strong project management and financial capabilities;
- Ability to influence and adapt communications to diverse and creative groups;
- Experience in partnering with senior executives;
- Strong relationship builder and change agent;
- Technology, Entertainment or Hospitality industry experience is preferred.

For additional information contact:  
Cindy Bond  
Bond & Associates  
Email: [cindy@bond-associates.net](mailto:cindy@bond-associates.net)

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I am starting a new adventure and will be recruiting for a quick serve restaurant soon. If you happen across **Entry Level Supervisors** and/or customer service people - please feel free to refer them to my email.

The restaurant will be in El Segundo and the hours will be 10am-10pm. The happy, customer driven attitude is what is key....

Thank you in advance for any people you might send my way!

Kim Kano  
[kimsuek@msn.com](mailto:kimsuek@msn.com)

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**HR Administrative Position**

Provides accurate, timely administration of Ameriflight human programs including but not limited to FAA drug and alcohol testing program; new hire processing for pilots, mechanics and other employees; coordinates employee badges and airport ID processes; maintains PRIA records; verifies employment status and responds to requests for information; and creates and maintains HR and personnel files.

**Position Responsibilities**

- Coordinates FAA compliant drug testing program for entire organization; learns program processes and provides day-to-day program administration.
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- Supports hire processing for pilots, mechanics and other employees; works with internal department, other departments, and new and existing employees.
  - Coordinates employee badges and airport ID processes; works with local airport authority creating and maintaining a positive relationship.
  - Maintains PRIA records according to established guidelines and processes.
  - Verifies employment status and responds to requests for information from existing and former employees; prospective employers and/or financial institutions; or governmental or other authorities.
  - Creates and maintains HR and personnel files according to current processes.
  - Answers department phones and responds to in-person employee requests.
  - Works independently as well as under the direct supervision of the Director of HR.
  - Solves problems of basic scope. Handles issues and requests by executing an alternative of own initiative or recommending best alternative to manager or others. May refer to established precedents and policies.
  - Work is reviewed for soundness, judgment and overall adequacy and accuracy.

#### Basic Qualifications

- High school diploma or GED; Associate's or Bachelor's Degree preferred
- 2+ years' experience in office administration, human resources, talent acquisition or other related area
- Experience using Microsoft office applications, HRIS and/or ADP systems preferred

#### Desired / Preferred Qualifications

- Experience supporting a full-service HR team is highly desired
- Experience using ADP payroll system is preferred
- Experience working with an HRIS is preferred
- Ability to type at least 60 wpm and learn industry systems and terminology
- Strong attention to detail; high attention to process and timeliness of activities
- Experience in a deadline intensive environment
- Flexibility, adaptability, and ability to work in a changing (face-paced) environment
- Ability to problem solving with focus on compliance and customer service
- Ability to work independently while being a strong team player
- High degree of accuracy and confidentiality
- Ability to accurately proof and audit work
- Strong written and verbal communication skills
- Ability to exercise tact, discretion and independent judgment
- Ability to respond to difficult or confusing situations using positive customer skills
- Ability to work positively under pressure and tight time constraints as well as deal with frequent interruptions, unresolved situations, frequent change, delays or unexpected events
- Self-directed and a demonstrated strong sense of urgency
- Organized, efficient, process oriented
- Intermediate knowledge of Word and Excel
- Maintains a positive attitude while working collaboratively with others
- Associate's or Bachelor's Degree preferred

#### Physical Job Requirements

The physical demands described within the Responsibilities section of this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to be independently mobile. The employee is also required to interact with a computer, and communicate with peers and co-workers.

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

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The executive recruiting consulting firm of Saenger Associates is conducting a search for a **Director, Human Resources** for a services company located in Burbank. The job specification is attached.

The successful candidate will be bilingual in Spanish and have recent experience managing all human resources functions. Must have recent experience working in the restaurant/food, manufacturing, retail or hospitality industries. Only local candidates will be considered. We are unable to provide relocation assistance for this position.

For consideration, please email your resume, along with current compensation information to [jobs@saengerassociates.com](mailto:jobs@saengerassociates.com). Additionally, your referrals are greatly appreciated.

The Saenger Associates Team  
28494 Westinghouse Place, Suite 315  
Santa Clarita, CA 91355-0936  
Tel: 661-284-3818  
Email: [jobs@saengerassociates.com](mailto:jobs@saengerassociates.com)  
Website: [www.saengerassociates.com](http://www.saengerassociates.com)

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I will be securing a position in the Valencia area for a **Senior Benefits Administrator**. I believe we will be looking at filling as a direct hire. This person will oversee the Benefits Specialist and assist the department Manager.

We will be looking for someone with at least 5 years computerized experience and have multi-state experience. This client has about 3K employees. Pay is \$60K+ DOE. Resumes or referrals to: [Valencia@barringtonstaffing.net](mailto:Valencia@barringtonstaffing.net) I hope to have more details in the next day or so.

Lynn Gleim  
818 281-5841  
[lgleim@earthlink.net](mailto:lgleim@earthlink.net)

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I'm currently looking for someone to join our HR team as our **Talent Development Specialist** to oversee talent acquisitions and development, please pass on to anyone interested. More information can be found on our website <http://www.bbmfg.com/career-opportunities/career-opportunities>

Lilia Godinez, Human Resources Manager  
Desk 661.294.6113 | Fax 661.600.1501

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Beit T'Shuvah, a non-profit organization located in West Los Angeles is currently looking for a new **Director of Human Resources**. The candidate should be well-versed in CA Employment law and be able to manage interns in the HR department. Interested candidates should contact Rabbi Mark Borovitz or Deanna at 310.204.5200.

Heather Garrett, Chief Financial Officer  
Authentic Recovery Center  
10780 Santa Monica Blvd. Suite 260

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Los Angeles, CA 90025  
Office: 310.481.6944 or Fax: 310.481.2272  
[www.arctreatment.com](http://www.arctreatment.com)

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I am looking for an experienced **Document Production Supervisor** for my staff. This position will be responsible for producing a large volume of client specific documents – new hire, termination, leave of absence and training packets. We currently use Access to produce the documents, however we are just starting a system's conversion that will entail new software/platform for our document production! This position also performs administrative tasks such as copying, filing, running reports, physical set up of a training room, etc. The position is located in Irvine, CA. If you know of anyone who would be interested in this position, please send me a resume: [spaul@managease.com](mailto:spaul@managease.com).

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### **Accounting Manager**

Temple Emanuel of Beverly Hills is one of Southern California's premier Reform congregations, serving West and Greater Los Angeles. We are a synagogue that recognizes there is more than one way to be a Jew. Our temple community includes many single members, interfaith, gay, single parent, multi-cultural as well as traditional and non-traditional families.

Our vision is "Living Judaism:" a Judaism that is alive, changing and vibrant. The clergy includes Rabbi Laura Geller, whom Newsweek named one of America's Top 50 Most Influential Rabbis, Rabbi Jonathan Aaron, and Cantor Yonah Kliger. We have three award-winning schools including a preschool, Jewish Day School, and Religious School, as well as a broad-based Adult Education Program.

We are seeking a full-time Accounting Manager responsible for accounting and financial reporting as well as performing various analyses and finance-related projects.

The incumbent must demonstrate sound judgment and understanding, great attention to detail, plus superior accounting, financial, analytical, administrative, planning, supervisory and interpersonal skills.

#### **Responsibilities:**

1. Oversee the development, implementation, documentation and maintenance of finance department policies, standards and procedures. Maintain internal controls and review procedures, and proper interdepartmental paperwork flow. Supervise staff of two.
  2. Maintain integrity of the Chart of Accounts including mapping of accounts and categories between two database system (Chaverware and Quickbooks)
  3. Act as liaison with the bank, including during the process of periodic LOC renewals and annual submissions of the financial information.
  4. Manage preparation of schedules, analyses, and journal entries for annual financial audit by outside CPA
  5. Develop and adhere to the annual Budget calendar. Responsible for preparation of annual administrative and operating budget, consolidation of the budgets from the schools.
  6. Key role in monthly variance reporting and re-projections reporting to the Budget and Finance Committee of the Board of Directors
  7. Closely supervise cash and loans management and monitoring of the synagogue's financial health
  8. Manage billing cycle, accounts receivable and collections; oversee multiple online payments processing systems (Paypal, FACTS, Payquiq), supervise accounts payable function, including checks and credit cards. Maintain adequate cost accounting and cost controls.
  9. Manage timely month-end close process including maintenance, reconciliation, and monthly analysis on all Balance Sheet accounts and sub-ledgers.
  10. Supervise payroll function, oversee financial aspect of benefits administration, including and not limited to 403b plan, FSA, COBRA, Health insurance premiums
  11. Fund Balance Management for various temporary and permanently restricted funds, including Clergy Discretionary Funds, Endowment Fund, New Emanuel Capital Campaign fund.
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12. Reporting and analysis, including necessary weekly, monthly, quarterly, annual or ad hoc reports as requested by the Executive Director and Board of Directors. These reports may require sophisticated use of Quickbooks, Excel, Chaverware and other software.
  13. Interact with clergy, directors of schools, other managers and staff
  14. Coordinate internal compliance with Temple Emanuel policies and procedures
  15. Coordinate external compliance including at the City, State and Federal level

Other duties as assigned.

**Qualifications:**

- Minimum 5 years for-profit and non-profit accounting and finance experience, with 3 in a supervisory capacity.
- College degree
- Proficiency at Quickbooks, Excel, Access or similar data base software, communication, supervisory and interpersonal skills. Ability and commitment to quickly ramp up to high proficiency level in synagogue data base management software.

This position will at times require extended time commitment to accomplish necessary tasks in a timely fashion.

We offer a competitive benefits package which includes vacation time and paid sick time. We also provide a stable and professional work environment.

If you would like to become part of our future, then please submit your resume for employment consideration.

Posted by  
[almosst@aol.com](mailto:almosst@aol.com)

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**Human Resources Generalist**

Brief Summary: The Generalist supports the Director of Human Resources working in all disciplines, benefits, compensation, employee activities, employee recognition, employee relations, recruiting and training. Responsible for back-up and supports the HR Coordinator, Recruiter and Training Manager. Reviews merit increase and performance reviews, corrective action notices and performance improvement plans. Works EDD claims and represents company at hearings. Minimum 5 years of HR experience as a Generalist preferred. Casino/Hospitality experience a plus. Should be knowledgeable of Federal Employment Laws. Proficient computer skills in MS Office (MS Word, Excel & PowerPoint) and experience using HRIS and ATS. High School Diploma/GED equivalent required. Bilingual English/Spanish strongly preferred.  
Salary \$52,600+ DOE

Complete an employment application on line at [www.augustinecasino.com/careers](http://www.augustinecasino.com/careers)  
or contact Christine at (760) 391-9512.

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We are looking for a highly skilled **Compensation and Benefits Specialist**.

Please apply using the link provided.

[https://gswater.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=214436&company\\_id=15941&version=1&source=ONLINE&JobOwner=992330&startflag=1](https://gswater.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=214436&company_id=15941&version=1&source=ONLINE&JobOwner=992330&startflag=1) I will not accept resumes directly submitted to me.

NO AGENCIES OR PHONE CALLS PLEASE.  
Please respect our application process.

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We are seeking an experienced **University Recruiter** to assist our Talent Acquisition team with collegiate hiring within our Engineering groups. We would prefer someone with a minimum of 3 years recruiting experience and one who has worked within both university and professional hiring, and has knowledge of OFFCP. Kenexa/Brass Ring experience a plus.

Please note this role is based in El Segundo, CA and we are not offering relocation.

Please feel free to pass along, and have folks email me if interested. I will gladly pass on the resumes of those who are appropriately qualified to the UP Manager.

Christina Ramstein, Talent Acquisition Business Partner  
Raytheon Space & Airborne Systems  
El Segundo, CA  
Yahoo email; [ceramstein@yahoo.com](mailto:ceramstein@yahoo.com)

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We are a guided independent study public charter school serving students in grades 7 through 12. We are currently looking for an **HR Manager** to join our dynamic team.

Status: Full-Time, Exempt

Pay: DOE

Location: Pasadena

**General Summary:**

Under general executive direction, the HR Manager is responsible for the human resources functions. The HR Manager supervises the functions of compliance, benefits, compensation, employee relations, and verification of employment, credential documentation, personnel policies and employee files. He/she supervises reception, office management, and the human resource staff members. The HR Manager advises senior management, conducts interviews, and terminations alongside working closely with Operations and Accounting.

**Essential Functions include, but are not limited to the following:**

- Responsibilities include the supervision and implementation of all phases in human resources including, but not limited to: compliance, compensation, benefits, documentation, employee relations, credentialing, safety, and health.
- May coordinate with legal counsel in the discipline or termination of employees as well as coordinate in the administration of employee safety, health, and security programs.
- Responsible for recommending and setting HR policies and procedures.
- May develop policies under the guidance of legal counsel or executive direction.
- Supervises human resources staff in benefits, personnel files, credentialing, and reception area and office management.
- Keeps documents, forms and handbook current.
- Coordinates with payroll and manages employee documentation and computer reporting.
- Manages department budget.
- Handles employee relations events, gifts and other employee related issues.
- Assists with other projects, functions and duties as assigned.

**Knowledge, Skills and Abilities Required:**

- Strong knowledge of human resource policy and procedures
  - Benefit knowledge including insurance, workers compensation, employment and discrimination law
  - State and federal labor laws and regulations.
  - State and federal Department of Education regulations governing credentials.
  - Computer skills- advanced.
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- Accounting
  - Understanding mathematical concepts.
  - Research.
  - Communicating with different personalities.
  - Open to finding several answers to one question.
  - Must be able to drive 10% of the time.
  - Previous experience in human resources.
  - Previous experience in office management
  - Education and Experience:
  - College Degree or equivalent experience
  - 5 years' experience in the Human Resources field
  - Human resources with experience in states other than California is highly desire able

Interested applicants send in your resume and salary history to [pasadenahr@gmail.com](mailto:pasadenahr@gmail.com).  
Only resumes with salary history will be considered!

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### **Ethics Program Manager (70001519)**

Primary Location: US-CA-Rosemead

#### **Description**

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.

#### **Organizational unit (OU) Overview**

High standards of business conduct are an important part of who we are at Edison. We must meet our performance objectives and goals honestly, safely and in full compliance with laws, regulations, and company policies. Our vision is a corporate culture where acting ethically, obeying the law and doing the right things with respect to customers, investors, employees and communities are the expected and everyday courses of action. •To fulfill this vision, Ethics and Compliance (E&C) creates and reinforces standards of ethics and compliance activities, such as:

- Provide advice and counsel to all Edison employees, make Ethics & Compliance Code available to all employees and conduct the annual certification process.
  - Provide ways for employees to confidentially report wrongdoing or to ask for advice about ethics and compliance issues.
  - Provide overarching compliance oversight based on the Federal Sentencing Guidelines for Organizations and establish policies, procedures, and controls intended to provide reasonable assurance that compliance management practices are in place across the Company.
  - Oversee the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.
  - Oversee program to ensure customer, employee, and investor Personal Information (PI) is maintained in compliance with applicable regulation and company policy.
  - Administer the company's policy development, review, cancellation, and communication processes to facilitate increased awareness and compliance.
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- Provide information about resources available on ethics and compliance topics as well as information about the various reporting options. Provide training to enhance understanding of our responsibilities under the Ethics & Compliance Code.

### **Position Overview**

As part of the overall Corporate Ethics Program, the successful candidate will provide subject matter expertise in creating and implementing an ethical culture across the company. This would include the development of an overall strategy for Ethics Culture, strategic communication, awareness, and educational campaigns related to ethics and compliance programs and processes. This position will provide direction and guidance to internal E&C resources and serve as a trusted internal consultant to employees and leadership on ethics related topics. This position will work closely with internal E&C resources to develop creative awareness and educational content, tools and vehicles to engage employees on ethical decision making and acting ethically consistent with the Edison values of Integrity, Excellence, Respect, Continuous Improvement, and Teamwork. This manager will lead multiple complex projects and be expected to utilize project management and organizational change management principles and practices. This position will also be responsible for leading periodic reviews and other program assessments (i.e., work environment, culture surveys) to understand the overall health of the program and develop improvement plans to address any program or process gaps. This position will develop and review various program reports and identify trends and develop and implement improvement opportunities to increase the overall health of the E&C Program. This position will review and conduct best practice research to ensure the program is meeting external standards and implementing industry best practices.

### **Typical Responsibilities Include:**

- Lead the development, implementation and administration of the company-wide Ethics program.
- Provide oversight and ethics subject matter expertise in the development and ongoing enhancements of E&C programs.
- Develop strategy and plan to enhance and drive elements of an Ethics culture, including implementation and ongoing maintenance of E&C communications, branding strategy, and employee engagement.
- Closely partner with Human Resources to integrate E&C into company-wide culture initiatives, including company-wide assessments and resulting improvement plans (i.e., work environment and culture surveys).
- Develop plan and implement tools that help facilitate and support ethical behavior and ethical decision making across the various OU's, including tools that assist OU leadership in understanding their role in demonstrating ethics and complaint behavior.
- Plan and direct periodic program assessments to identify and implement areas of improvement.
- Support Principal Manager by directing and managing the development, implementation and administration of the corporate ethics program.
- Lead, manage, and develop E&C and resources to become best in class and highly regarded ethics and compliance professionals.

### **Required Qualifications**

- Bachelor's degree in Business, Ethics, Human Resources, I/O Psychology, or related field.
  - Five or more years' experience in leading and implementing ethics programs (culture, values).
  - Five or more years' experience implementing strategic and enterprise-wide transformational change and/or culture initiatives.
  - Demonstrated experience applying organizational change management tools and principles.
  - Demonstrate experience providing consulting and advisory services to organizations.
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- Demonstrated experience developing and implementing communication, awareness, and training efforts.
  - Demonstrated knowledge and experience applying the various elements of an effective Ethics and Compliance Program based on FSGO.
  - Demonstrated knowledge and experience using project management methods, techniques, and development life cycle disciplines.
  - Strong proficiency with Microsoft Office software programs (Word, Excel, PowerPoint, Project) and internet applications and databases.
  - Must demonstrate the ability to integrate work across relevant areas, develop the business and services to enhance customer satisfaction and productivity, manage risks appropriately, develop and execute business plans, manage information, and provide exceptional service to internal and external customers.
  - 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 ability to create and maintain a safety conscious work environment

#### **Preferred qualifications**

- Master's Degree in Business, Ethics, Human Resources, I/O Psychology or related field.
- Certified Compliance and Ethics Professional (CCEP)
- Project Management Certification(PMP)

#### **Comments**

- Relocation may apply to this position
- Visa sponsorship is not available with 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.

#### **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.

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#### **Organizational. Learning Specialist**

Quest Diagnostics  
El Segundo, CA  
Compensation: DOE

For anyone interested in this position, please see these two steps per the client's instruction:

- 1) Go online to Quest Diagnostics and complete an application;
- 2) Send your resume via e-mail directly to the hiring manager [carol.s.blacken@questdiagnostics.com](mailto:carol.s.blacken@questdiagnostics.com)

Carol wishes to expedite this process so, as the hiring manager, she will be involved directly.

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Below is additional contact information for Carol:  
Carol Blacken | Director Learning & Development | Quest Diagnostics | 1201 S. Collegeville Road |  
Collegeville, PA 19426 | P: 610-454-4122 | F: 610-983-2058 | E: [carol.s.blacken@questdiagnostics.com](mailto:carol.s.blacken@questdiagnostics.com)

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**Director of Organizational Effectiveness** (Ingram Micro - Santa Ana, CA)

This is a highly critical Director-level individual contributor position working closely with business leaders and HR globally on various organizational initiatives to include large-scale change management (e.g. business model change, culture change, etc.), organization design, workforce planning, engagement, talent analytics, and team effectiveness. I'm looking for someone with a strong OD/OE background that can connect theory to practice, understand the needs and maturity curve of the business, and develop/implement practical solutions to address business execution issues. I have a strong preference for someone that has worked in a global capacity, either overseas or working with teammates across the globe. Multi-lingual candidates would be great!

To apply please contact Naomi Werner [Naomi.Werner@ingrammicro.com](mailto:Naomi.Werner@ingrammicro.com)  
and/or Sandy Mohler, Executive Recruiter, [Sandy.Mohler@ingrammicro.com](mailto:Sandy.Mohler@ingrammicro.com)

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I have accepted a position with another company and will be vacating my position with Crown Poly in a few weeks. Because of these facts, I am assisting our executive team in searching for Crown Poly's next **Director of Human Resources**.

Responsibilities:

- Everything Human Resources for company of 325 employees (1 main office / manufacturing plant in Huntington Park; 1 large storage / distribution warehouse in Vernon and approximately 30 Regional Sales Managers and Installation staff located in 15 -17 states around the U.S.). Huntington Park location is the largest employee population and has many employees who communicate only in Spanish.
- Bi-weekly Payroll for 325 employees.
- Worker's Compensation - handle claims, lead investigations, attend depositions, etc.
- Safety - lead the monthly Safety Committee Meeting, push for daily safety in the plant and warehouse, manage Safety Program & drive safety in its entirety.
- Manage Staff of 3 - currently one HR Generalist; one HR/Payroll Coordinator and a Front Desk Receptionist.
- Qualifications:
- 5+ years managerial-level Human Resources experience; Related Bachelor's degree required; Bilingual Spanish Preferred
- Basic knowledge of OSHA regulations and compliance in a manufacturing environment
- More than 3 years' experience handling worker's compensation claims management

If you are interested in additional information regarding the position, please feel free to email me at [j\\_knapp@crownpoly.com](mailto:j_knapp@crownpoly.com) and I will give you more info. I will also try to answer any of your questions as well. Please use [j\\_knapp@crownpoly.com](mailto:j_knapp@crownpoly.com) if you would like to forward your resume to me as well. Please also feel free to share this with those in transition who may be qualified. NO AGENCIES at this time.

John Knapp  
Director, Human Resources  
Crown Poly, Inc.  
E-mail: [j\\_knapp@crownpoly.com](mailto:j_knapp@crownpoly.com)

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## **Senior Benefits Administrator ~ Valencia – Direct Hire ~ \$50K**

### **SUMMARY**

Responsible for directing and planning the day-to-day operations of group benefit programs (group health, dental, vision, short-term and long-term disability, life insurance, critical illness and accident plan, flexible spending plan, and 401(k) plan). Provide excellent customer service and quality benefit plans. Assist in investigating new benefit programs, improving existing programs, oversee and monitor benefit administration. Provide analytical and technical support in the delivery of the benefit programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serve as primary contact for plan vendors and third party administrators. Determine the best plan options by working with the Third Party administrators. Coordinate transfer of data to external contacts for services, premiums and plan administration. Work effectively to make sure the plans run smoothly. Investigate discrepancies and provide information in non-routine situations.
- Maintain the benefit system (Bswift) and ADP deduction records. Prepare regular benefit reports extracting data from the benefits system. Provide the technical support, test system functionality and work with end users to provide system support and troubleshoot system problems.
- Manage enrollments, COBRA, terminations, changes, beneficiaries, disability, accident and death claims, rollovers, QDRO's, distributions, loans, hardships, compliance testing.
- Provide customer service support to internal and external customers.
- Develop and maintain communication tools to enhance understanding of the company's benefits package.
- Design and distribute materials for benefit orientations, open enrollment and summary plan descriptions.
- Assure timeliness and accuracy of required filings.
- Develop long-range objectives regarding benefit programs in conjunction with the benefits team.
- Evaluate and revise internal processes to reduce costs and increase efficiency.
- Document, and maintain administrative procedures for assigned benefit processes.
- Ensure compliance with applicable government regulations.
- Oversee maintenance of employee benefit files.
- Gather employee data and oversee the processing of monthly billings for all group plans.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent communication and organization skills are required.
- Project and team management/leadership skills and experience. Proven ability to work effectively in a team environment with associates. Capability of effective planning and priority setting. Ability to manage several complex projects simultaneously while working under pressure to meet deadlines.
- Strong analytical skills and a thorough knowledge of plan designs.
- Computer proficiency and technical aptitude with the ability to utilize MS Word, Excel, Power Point, and Access are required. Experience with Bswift preferred.
- Knowledge of all pertinent federal and state regulations, filing and compliance requirements both adopted and pending affecting employee benefit programs, including ERISA, COBRA, FMLA, ADA, SECTION 125, Workers Compensation, Medicare, COBRA, and Social Security and DOL requirements.

### **EDUCATION**

Bachelor's degree in business or related field

### **EXPERIENCE**

Must have a minimum of 3-5 years related benefits or employee benefit administration experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, vendors, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, and percentages. Ability to apply concepts of statistics, cost benefit analysis and forecasting.

**REASONING ABILITY**

Must possess strong problem identification and resolution skills, be able to deal effectively with all levels of employees and management, be well organized, have excellent written and oral communication skills, be available to travel as necessary and possess good leadership, supervisory and planning skills. Ability to analyze statistics and financial data and develop solutions. Ability to interpret a variety of data furnished in written, oral, diagram, or schedule form.

Resumes to: [Barringtonjobs@gmail.com](mailto:Barringtonjobs@gmail.com)

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