



D'ARRIGO CALIFORNIA

## **TITLE – Employee Relations Coordinator**

D'Arrigo Bros. Co., of California, a ninety-five year old, rapidly growing Salinas based agricultural company, is looking for a Human Resources professional to join an enthusiastic team. We are one of the largest vegetable grower, packer and shippers, and we offer opportunities with excellent benefits and compensation. Since we are a technologically aggressive organization, a strong knowledge of Excel, Word and Windows is required.

Andy Boy has a rich history as an industry trend-setter, not a follower. From the day the company was founded by Stephen and Andrew D'Arrigo, two immigrants from Messina, Sicily, innovation has been its hallmark. With third generation D'Arrigo family members at the helm of our West Coast operations, you can be sure that the traditions of being the very best in the business emanate from the top and are carried out by our dedicated family of almost 2000 employees. Would you like to join this team?

## **SUMMARY**

Under direct supervision from the Human Resources Manager, the Employee Relations Coordinator assists with various policies, programs, and procedures – in both English and Spanish – including in the functional areas of employee relations and company-wide motor vehicle program.

## **ESSENTIAL FUNCTIONS**

### **Employee Relations**

- As directed by manager, assists with coordinating various programs and procedures to ensure company's compliance with 3 collective bargaining agreements, covering over 1,200 hourly employees.
- Maintains grievance logs on Excel for each of the 3 unions, including the date, name of grievant(s), subject matter, and deadlines for a timely response at each step of the respective grievance processes.
- Generates for distribution to interested stakeholders Excel spreadsheets to capture results of hourly wage and piece rate surveys.
- Assists manager with generating labor relations reports – crews, work status, last day worked – collaborates with human resources and/or payroll personnel to generate the same.
- Prepares and maintains employee relations files.
- Under direct supervision, coordinates policies, programs, and procedures related to company-wide employee relations matters, including documenting issues presented and discussing possible resolution with manager.
- Coordinates/schedules the company's biennial anti-harassment training – English and Spanish.
- Coordinates/schedules employee relations training sessions for various employee groups – from “row bosses” to supervisory personnel (e.g., foreperson leadership skills, high-performance work teams, etc.).

## **Motor Vehicles Program**

- Under general supervision, oversees the company's motor vehicles program covering over 500 commercial and non-commercial drivers.
- Maintains and updates all company commercial and non-commercial driver files (both physical file and on Excel) to ensure compliance with state and federal rules and regulations (e.g., DOT, DMV and CHP).
- Ensures compliance with federal DOT rules and regulations applicable to commercial drivers –

### **New Drivers:**

- Verifies completion of in-house applications
- Coordinates pre-employment medical exams and DOT drug & alcohol screens
- Coordinates road tests and documents results
- Confirms all driver certificates are in order
- Ensure manager approves file and that the driver is added to the Pull Notice Program

### **Existing Drivers:**

- Schedules and coordinates DOT physicals and DMV renewal appointments
- Assists Spanish-speaking employees with completing pre-medical appointment/ exam forms
- File and retain driver Pull Notices

- Provides final clearance and notice to all stakeholders when a commercial driver is authorized to operate a company vehicle.
- Assists to ensure company compliance with state regulations relating to Farm Labor Vehicle (FLV) certification program for over 100 bus drivers. Prepares Excel reports for in-house instructor, including data showing –
  - All FLV driver certificates are up-to-date;
  - All T-01 & T-02 forms are in each driver's file;
  - Audit results for training dates and hours, ensuring each bus driver has signed-off on hours;
  - In-house instructor if any driver missed a training session for the current year.
- Provides FLV drivers copies of their medical reports for renewal certificates with CHP.
- Ensures all commercial driver files are readily available for annual BIT terminal inspection and audit.

## **Miscellaneous**

- Updates and maintains company "black books" related to federal, state and other required postings.
- Translating company documents from English to Spanish, and vice-versa.

## **QUALIFICATIONS & REQUIREMENTS**

- Understanding of general principles of employee relations, and eager to learn new concepts.
- Must be a team-player with excellent communication skills, both verbal and written.
- Bilingual in English and Spanish, and has excellent customer-centric skills.
- Strong working knowledge of MS Office Suite, especially Excel and Word.
- Must have a valid California driver license with a clean record.
- Must have a high school diploma, or GED.
- A bachelor's degree in a related field is desirable
- Excellent verbal and written communication skills including the ability to effectively present facts and recommendations in oral and written form.
- Correct English and Spanish usage, including spelling, grammar, punctuation and vocabulary required
- Strong analytical skills with the ability to understand, evaluate and make judgment on proposals
- Ability to identify and resolve problems in a timely manner; to gather and analyze information skillfully
- Typing skills
- Ability to keep skill set current
- Organized team player who works well with a variety of people with a minimum of supervision

- Thrive in a fast paced environment and handle pressure while managing multiple tasks
- Regular and consistent attendance mandatory
- Ability to take direction from multiple managers
- Work schedule may include OT and weekends
- Valid driver's license and clean record
- Available for overnight travel to other district offices.

**All job descriptions are reviewed and subject to change, as business needs may dictate. Therefore, the company retains the discretion to add to or modify the essential functions for the position at any time.**

Please send your resume to [PersonnelRecruitment@darrigo.com](mailto:PersonnelRecruitment@darrigo.com)