

## **DIRECTOR OF HUMAN RESOURCES**

**Location: Northern and Southern California**

**This client's commitment is simple - to create the best floral experience through operational excellence by combining a commitment to quality control, state-of-the-art technologies, the best bulb and flower stock, superb growing conditions, and a workforce of dedicated team members.** On behalf of this client we are conducting a search for HR professionals for the position of Director of Human Resources to be based at either its northern or southern California location. This employer offers a competitive salary and benefits package including health, dental, vision, life insurance, a retirement plan, and discretionary annual bonuses! Full-time, direct hire.

### **SUMMARY:**

The Director of Human Resources is responsible for all aspects of the human resources function, including the recruiting, hiring, orientation/indoctrination and training, employee relations, compensation, benefits, safety and health, as well as the retention, and career/succession planning for the professional and general team member and to assure the administration of same, is consistent across the company. This position provides advice, counsel, and guidance to all levels of the company on issues related to the Human Resources, Employee Relations, Benefit Administration, and Safety processes of the company. Confers with all levels of management and implements human resources and company policies, procedures, and programs established and continuously reviews these policies, procedures and programs to assure they are keeping up with the ever changing regulatory and compliance laws. Consults and assists all levels of management to ensure that uniform standards of working hours, overtime, vacations, and leaves of absence/absenteeism, severance pay, holidays, and related policy areas are maintained. Oversees the administration of the company's compensation program, including employee benefits, workers compensation, and the wage and salary function to include the annual performance evaluation process. Counsels management and employees on all disciplinary actions and performance problems and assures that congruent action taken is fair and equitable across the company. Prepares, secures approval for, and implements operating and expenditure budgets for the HR function, and operates within those guidelines.

### **ESSENTIAL RESPONSIBILITIES (include but are not limited to):**

- ✓ Formulates and recommends Human Resources policies and objectives for the entire company.
- ✓ Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale.
- ✓ Identifies legal requirements and government reporting regulations affecting Human Resources function (e.g., OSHA, EEOC, FMLA/CFRA, ERISA, DOL/Wage & Hour, etc.).
- ✓ Monitors exposure of the company. Directs the preparation of information requested or required for compliance. Approves all information submitted. Acts as primary contact with labor counsel and outside government agencies.
- ✓ Protects interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations. Approves recommendations for terminations. Reviews employee appeals through complaint procedure.
- ✓ Directs a process of organizational planning that evaluates structure, job design, and manpower forecasting throughout the company. Evaluates plans and changes to plans. Makes recommendations to senior management.
- ✓ Directs a process of organizational development that primarily addresses succession planning throughout the company. Coordinates activities across division lines. Evaluates plans and changes to plans. Makes recommendations to senior management.
- ✓ Establishes and directs the wage and salary structure, pay policies, performance appraisal programs, employee benefit programs and services, and company safety and health programs. Monitors for effectiveness and cost containments.
- ✓ Establishes standard recruiting and placement practices and procedures. Reviews variances to schedules. Interviews executive-level candidates.
- ✓ Establishes in-house management training programs that address company needs across division lines (e.g., Performance Appraisal, Interviewing, Leadership, Regulatory).

- ✓ Defines all Human Resources programs, and authority/responsibility of Human Resources and line management within those programs. Provides necessary education and materials to line management and employees—workshops, manuals, employee handbooks, standardized reports.
- ✓ Oversees implementation of programs through Human Resources staff. Monitors administration to standards. Identifies opportunities and resolves discrepancies.
- ✓ Instrumental in the vetting, selection and coordination of insurance brokers, insurance carriers, pension administrators, training specialists, labor counsel, and other outside sources.
- ✓ Conducts a continuing study of all Human Resources policies, programs, and practices to keep top management informed of new developments.
- ✓ Directs the preparation and maintenance of such reports as are necessary to carry out functions of department. Prepares periodic reports to top management, as necessary or requested.
- ✓ Keeps executive management informed of significant problems that jeopardize the achievement of objectives, and those which are not being addressed adequately at the line management level.
- ✓ Serves as a resource company-wide and specifically to off-site Human Resources Managers in the resolution of Employee Relations matters by providing advice and counseling, conducting investigations of Employee Relations matters, mediating disputes between employees, or employees and management and handling with minimal supervision the employee relations case load

This role will act as a champion and change agent, assesses and anticipate HR-related needs, and communicate proactively across HR operations and business leaders. The position will work to formulate partnerships across the HR function to deliver value added service to management and employees that reflect the business objectives of the organization.

**Ideal candidate will have the following skills, education and experience (a combination of same may be considered):**

- Bachelor's degree from a four-year college or university. MBA preferred.
- Bi-lingual English/Spanish a plus.
- At least ten (10) years' experience with a major corporation, where the Human Resource function is a strategic "Business Partner".
- Knowledge of and experience with agricultural/food processing/manufacturing commodity companies who work on a year-round basis and ramp up seasonally.
- Knowledge of and experience working with Farm Labor Contractors (FLC's)
- Experience with employee base of up to 750 – 1000 employees in multi-locations
- Knowledge of effective development procedures for agricultural/growing organizations.
- Interpersonal skills necessary in order to interact effectively with individuals at all levels of the firm.

AGFORCE, a Proformance Talent Group company, is authorized to source, prequalify and introduce candidates to its client for the above-noted full-time position. Interested parties should submit resumes in MS Word or text format (not PDF, please) to [careers@projobs4u.com](mailto:careers@projobs4u.com) with position title listed in subject line. Please include anticipated compensation in body of e-mail. All inquiries are confidential and resumes will not be shared without candidate's permission. We thank you in advance for your consideration.

Please note that only those candidates with qualifying skills will be contacted. If this opportunity sounds of interest but perhaps is not quite right for you, please go ahead and e-mail your resume confidentially or fax to 831.417.2796. We always have new openings and will keep your resume on file for any that might be a good match for you in the future.

*AGFORCE does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria. All candidates are afforded equal opportunity with respect to consideration, employment offers, compensation, benefits, training, transfer, and promotion without discrimination.*