

On behalf of our client, a highly respected and established agribusiness company with a diversified operation, we are seeking candidates for the position of **Director of Human Resources**, Monterey County (Salinas Valley), California. This is a full-time career opportunity offering a competitive compensation package including health, dental, vision insurance, retirement options, paid vacation, and more! Great privately owned company with a collaborative work environment and who encourages work and personal life balance.

Summary

Directs the functional areas of Human Resources including employment law and regulations, retention, personnel records, employee relations, job evaluation, compensation management and payroll, benefits administration, organizational development, workers compensation, and safety training.

Responsibilities to include but not limited to:

- Responsible for maintaining a highly engaging culture, motivating employees, fostering an environment with high levels of teamwork, accountability, communication, and vision to employees.
- Develops, updates, and manages policies and procedures. Develops organizational strategies by identifying and researching human resource issues; contributes information, analysis, and recommendations to organization's strategic direction.
- Administers various human resource plans and procedures for all Company personnel; assists in the development and implementation of Company policies and procedures; provides input to update and maintain the Employee Handbook.
- Analyzes trends and metrics in partnership with the Human Resource group to develop solutions, programs, and policies.
- Assists with budget preparation for human resource operations and ensures appropriate allocations to Company enterprises.
- Works closely with executive leaders and management to advise, and counsel. Provides performance management guidance to line management (coaching, counseling, career development, disciplinary actions).
- Works closely with management and employees to provide consultation and guidance to improve work relationships, build moral and increase productivity and retention.
- Manages Human Resource Department and provides guidance to resolve complex employee relations issues. Identifies and consults with the corporate office on matters of legal importance.
- The Director of Human Resources plans and makes improvements to new employee orientation programs to foster positive attitudes toward Company goals.
- Ensures that information is communicated, understood, and flows from management to employees and from employees to management.
- Ensures the maintenance records of transactions such as hires, promotions, transfers, terminations, attendance records, discipline records, employee performance appraisal records and schedules.
- Directs the training, planning, and skill building of the HR staff to prepare them for future growth for the Company and individual career paths.
- Promotes ethical and cultural awareness to the workforce through training, development, and consultation.
- Assists in the development, implementation, and compliance of Human Resource policies and procedures and their dissemination through employee handbooks, communications and/or meetings.
- Prepares reports in conformance with legislated and legal requirements or Company needs.
- Represents the Company at employee related hearings and investigations.
- Communicates changes in the organization's personnel policies and procedures and ensures proper compliance is followed.
- Oversees payroll functions and adherence to Federal and State laws and reporting requirements.
- Responsible for continuous improvement and innovation as it relates to improving processes, addressing performance, creating action plans, and ensuring proper training and development of employees.

- Actively participates with the interviewing and hiring process
- Required to attend and complete all company development, safety, and compliance training.
- Reports monthly to the Board of Directors on HR activities.

Ideal candidate will have the following qualifications as well as the ability to successfully perform the above-noted responsibilities:

- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong communication skills including bilingual language (English/Spanish) - REQUIRED
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations, both State and Federal.
- Proficient with Microsoft Office Suite or related software.
- SHRM Certified, SPHR or PHR
- Degree from an accredited college or university in Human Resources Management, Organizational Development, Business Administration or relevant subject.
- Superior work ethic and ability to encourage and support excellence

AGFORCE Search, 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 with position title listed in subject line or you may call Robyn DaRosa at (831) 758-4473 to speak personally. 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 submit your resume. 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.