

## **Job Info**

**Job Title:** Human Resource Manager

**Location:** Salinas, CA

**Posted Date:** 12/13/2019

**D & J Packing, LLC** is a family-run business with more than thirty (30) years of harvesting experience in the Salinas Valley. We are looking for a Human Resource Manager to join our team. To apply, please email Renea Wood - [rwood@christensenandgiannini.com](mailto:rwood@christensenandgiannini.com)

## **Job description**

The Human Resources Manager is responsible for all aspects of managing human assets. This includes, but is not limited to, workforce development; safety training, Workers' Compensation, benefits and compliance with state and federal laws/regulations. The Human Resources Manager must be proactive in addressing Labor and Employee relations issues in a timely manner to keep labor/employee relations harmonious and productive at all levels.

## **SCOPE OF ROLES**

- Current knowledge of employment and labor laws in all jurisdictions the company operates (Federal, Arizona and California).
- Inform management of upcoming law/regulation changes. Assess and recommend company responses to changes.
- Lead in Interactions with OSHA, EEOC, Immigration Agencies, Federal and State Labor Departments, as well as other regulatory agencies.
- Oversee H2A program by identifying optimal candidates, planning and executing recruitment, selection, and maintaining contact with pools of qualified individuals;
- Manage and document hiring, onboarding, required training and development of employees including maintaining training databases
- Assures compliance and documentation of Paid Family Leave and Family & Medical Leave Act, as well as any other applicable leave management.
- Guide, train and advise company supervisors and managers on employee and employer rights and responsibilities.
- Understand the critical business issues arising from human resources and develop recommendations to maximize human capital.
- Create a safety conscience culture throughout the company through training interaction with company's employees.
- Develop metrics for measuring safety and use those metrics to enhance company policy and implement comprehensive and compliant employee safety and injury metrics.
- Regularly reviews Workers' Compensation statistics and, in consultation with insurance company, works to reduce injuries and time lost from work.

- Conduct, document and make recommendations relating to investigations on all personnel issues including allegations of harassment, discrimination, injuries etc.
- Supervises safety in their conduct of the farm labor vehicle driver training program as well as the oversee the maintenance of DOT files and related records.
- Coordinates light duty work with employee, supervisor, and physician and Worker's Compensation carrier.
- Conduct comprehensive loss and claims management and analysis; follow up with all internal/external parties involved to expedite claims to closure

## **SKILLS, ABILITIES AND REQUIREMENTS**

- Preferences given to BS degree and PHRca
- Minimum 5 years of proven management experience in human resources, preferably in an agricultural environment.
- Must be an effective hands-on manager capable of resolving any organizational issues
- Possess extensive knowledge of California and Arizona Wage and Hour laws; federal and state laws relating to employee rights and employer responsibilities including the National Labor Relations Act, the California Agricultural Labor Relations Act
- Basic knowledge of maintenance, record keeping and reporting of Section 125 Cafeteria Plan (Flexible Spending Account) and 401k Profit Sharing Plan.
- Bi-lingual in English/Spanish and prior experience working in a bilingual, bi-cultural environment
- Travel to remote company locations, including the following areas: Salinas Valley and Yuma AZ.
- Be able to work independently, prioritize responsibilities, and meet deadlines.
- Valid Driver's license issued by either Arizona or California.

## **COMMUNICATION SKILLS**

Ability to read, analyze, and understand common legal documents; Ability to respond to complex or difficult inquiries or complaints from employees, regulatory agencies, or customers.

## **COMPUTER SKILLS**

Intermediate: Microsoft Office Suite (Outlook, Excel, Word, and PowerPoint)

Basic: 10-Key, Alphanumeric Data Entry, Processing/Typing. Knowledge of Famous Software a plus.

## **BENEFITS**

- Competitive salary, DOE
- Full time employment
- Company Paid benefits
- 401K Program

- Paid sick Leave
- Paid vacation and Holidays

### **ADDITIONAL INFORMATION**

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff. Requires traveling to all company locations as needed. Monday through Friday work and some Saturday/Sunday work during peak seasons. Must be able to read, write and speak English and Spanish.

This position description does not promise or imply that the functions listed in the Position Summary are the only duties to be performed or that the position may not change, or be eliminated.

- Please submit your resume and cover letter detailing your experience and references. Only qualified candidates will be contacted for an interview.