

**Job Title:** HR Manager  
**Location:** Heber, CA and Salinas, CA  
**Company:** Scaroni Family of Companies  
**Salary:** \$85k-125K  
**Schedule:** Monday - Friday, Saturday rotation  
**Apply:** Submit your resume to: [mmercado@sfcos.com](mailto:mmercado@sfcos.com)

**SUMMARY:**

Join our dynamic team as an HR Manager and play a pivotal role in driving our organization's success through strategic human resource management. As the HR Manager, you will oversee all aspects of HR operations, from recruitment and onboarding to employee relations and performance management. Your expertise will be crucial in developing and implementing HR policies and procedures that align with our company goals and values. If you're a proactive leader with a passion for fostering a positive work culture and optimizing talent management practices, we invite you to apply and be part of our journey toward excellence.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- **Onboarding and Orientation:** Facilitating new employee orientation programs and ensuring smooth onboarding processes to integrate new hires into the organization effectively.
- **Employee Relations:** Handling employee relations matters, including conflict resolution, grievances, disciplinary actions, and fostering a positive work environment.
- **Performance Management:** Developing and implementing performance management systems, including goal setting, performance evaluations, feedback mechanisms, and employee development plans.
- **Training and Development:** Identifying training needs, coordinating training programs, and providing resources for employee development to enhance skills and knowledge within the organization.
- **Policy Development and Compliance:** Developing, implementing, and enforcing HR policies and procedures to ensure compliance with employment laws, regulations, and company standards.
- **Compensation and Benefits Administration:** Managing employee compensation and benefits programs, including salary reviews, incentive plans, health insurance, retirement plans, and other employee perks.
- **HR Administration:** Overseeing HR administrative tasks such as maintaining employee records, handling payroll processes, managing HRIS (Human Resource Information Systems), and ensuring data accuracy and confidentiality.
- **Recruitment and Staffing:** Leading the recruitment process by identifying staffing needs, developing job descriptions, sourcing candidates, conducting interviews, and managing the hiring process.
- **Employee Engagement and Retention:** Develop strategies to enhance employee engagement, satisfaction, and retention through initiatives such as employee recognition programs, feedback mechanisms, and culture-building activities.

- **HR Strategy and Planning:** Contributing to the development and implementation of HR strategies aligned with organizational goals, including workforce planning, succession planning, and talent management initiatives.
- **Legal Compliance:** Staying updated on employment laws and regulations to ensure organizational compliance and mitigate legal risks.
- **HR Metrics and Reporting:** Tracking and analyzing HR metrics to evaluate the effectiveness of HR programs and initiatives and preparing reports for management review.

**QUALIFICATIONS:**

- **Education:** A bachelor's degree in Human Resources Management, Business Administration, Psychology, or a related field is often required.
- **Experience:** Minimum of 5 years experience in HR Management or supervisory positions. Deep understanding of human resources principles, practices, and procedures, including recruitment, compensation, benefits, employee relations, performance management, and employment laws and regulations.
- **HR Knowledge:** In-depth understanding of human resources principles, practices, and procedures. Knowledge of employment laws, regulations, and compliance requirements.
- **Communication Skills:** Excellent verbal and written communication skills. The ability to communicate effectively with employees at all levels of the organization.
- **Interpersonal Skills:** Strong interpersonal skills and the ability to build positive relationships. The ability to handle sensitive employee issues with empathy and professionalism.
- **Conflict Resolution:** Proficiency in mediation and conflict resolution techniques. Experience in resolving employee disputes and grievances.
- **Performance Management:** Experience in developing and implementing performance management systems. Ability to provide feedback, coaching, and support to employees to enhance performance.
- **HR Analytics:** Must be familiar with HR analytics and data-driven decision-making. Must have the ability to analyze HR metrics and provide insights for strategic planning.
- **Ethical Conduct:** Commitment to upholding ethical standards and maintaining confidentiality.

## **ATTRIBUTES:**

- Ability to inspire, motivate, and guide HR teams and influence positive change within the organization.
- Commitment to ethical conduct, honesty, and maintaining confidentiality in handling sensitive HR matters.
- A genuine concern for the well-being of employees and the ability to understand and empathize with their perspectives and experiences.
- Excellent communication skills, including active listening, clear verbal and written communication, and the ability to articulate complex HR concepts effectively.
- Strong analytical and problem-solving skills to identify issues, evaluate alternatives, and implement effective solutions.
- Flexibility and adaptability to navigate changes in the organization's priorities, business environment, and HR landscape.
- The capacity to think strategically about HR issues and align HR initiatives with organizational goals and objectives.
- Ability to collaborate effectively with cross-functional teams and build relationships with stakeholders at all levels of the organization.
- The ability to remain composed and focused under pressure, handle multiple priorities simultaneously, and navigate challenging situations with professionalism.
- A growth mindset and commitment to continuous learning and professional development in the field of human resources.

## **OTHER PHYSICAL REQUIREMENTS**

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

## **EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to race, color, national origin, age, ancestry, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, medical condition, genetic information, pregnancy, or military or veteran status. We consider all qualified applicants, including those with criminal histories, in a manner consistent with state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Consistent with the Americans with Disabilities Act (ADA) and [insert state civil rights law], it is the policy of Scaroni Family of Companies to provide reasonable accommodation when requested by a qualified applicant or candidate with a disability,

unless such accommodation would cause an undue hardship for Scaroni Family of Companies. The policy regarding requests for reasonable accommodation applies to all aspects of the hiring process. If reasonable accommodation is needed, please contact our HR Recruiter at [mmercado@sfcos.com](mailto:mmercado@sfcos.com).