



Title: Human Resource Manager

Location: Spreckels CA

Job Description: The Human Resources Manager provides administration of company-wide human resources policies, procedures, and practices in accordance with stated company objectives and state and legal requirements.

Essential Duties and Responsibilities:

- Ability to read, write and communicate effectively in English and Spanish languages
- Position requires availability to work extended hours and weekends as needed
- Maintains knowledge of legal requirements and government reporting regulations affecting human resource functions and ensures policies, procedures and reporting are in compliance.
- Plans and conducts new employee orientation and coordinates all activities associated with new employee on-boarding, open enrollment, including educational meetings.
- Tracks and maintains all new hires, terminations, and all disciplinary actions.
- Ensure records are maintained and prepared according to established company guidelines
- Advises management in appropriate resolution of employee relations issues
- Participates in Wage/salary reports for industry surveys and communicate results
- Respond to government agencies regarding notices received and research with system for accuracy/verification
- Investigate and process employee complaints
- Support managers in the administration of corporate HR policies.
- Responds to inquiries regarding policies, procedures, and programs
- Administer employee separation notices and related documentation, and conduct exit interviews
- Makes photocopies; mails, scans and emails documents; and performs other clerical functions
- File documents into appropriate employee files.
- Assists or prepares correspondence as requested
- Prepares new-employee files
- Processes mail
- Performs other related duties as assigned

Employee Benefits Administration

- Assist on the benefit plan participation such as health insurance and 401k, changes and waivers.
- Assist with employee meetings for plan open enrollment, changes, and amendments.
- Assist with 401k portal access, provide reports, assist with changes, and or withdrawals for plan participants.
- Assist Employee with any questions, concerns, or problems employees may have regarding benefit coverage, plan description clarifications, and claim disputes
- Resolves Administrative problems with the carrier representatives
- Collects payments from employees on leave
- Balances Monthly to ensure accuracy

Payroll/HRIS Administration

- Setting up, balancing, and administering all payroll functions for weekly pay.
- Prepares required payroll reports
- Ensures that benefit information and deduction amounts are accurately entered

- Inputs and tracks all PTO/Vacations
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Respond to employee questions relating to payroll
- Ensure compliance with federal, state, compensation and payroll law
- Update employee files to document personnel actions and to provide information for payroll and other uses.
- Examine employee files to answer inquiries and provides information to authorized persons.
- Compile data from personnel records and prepares reports.
- Respond and maintain EDD correspondence as needed.
- Serve as back-up to Payroll Administrator for payroll processing

Recruitment

- Assist with pre-interviewing process as needed
- Assist applicants in completing employment application and other employment forms when needed
- Maintain and compile employment applications and applicant resume
- Posts open positions internally or externally

Qualification/Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum 3-4 years' experience or related duties as assigned and working knowledge of human resource disciplines, preferred
- Strong analytical, problem resolution, attention to details, accounting skills and creating/formatting documents
- Ability to adapt to situations and respond effectively to sensitive inquiries or complaints
- Demonstrated professionalism with ability to maintain confidentiality, a must
- Ability to communicate effectively orally and in writing
- Strong interpersonal skills needed to develop constructive and cooperative working relationships with others
- Critical thinking, logic, and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Strong organizational, time management and planning skills with excellent attention to detail
- Demonstrate ability to effectively use available resources
- Proven ability to handle multiple projects and complete tasks efficiently and effectively
- Valid drivers' license

Competitive compensation, benefits, and 401-k plan

Email resumes to humanresources@bragaranch.com ONLY. Do not call.