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## **Job Description**

**Title:** Human Resources Manager

**Location:** Paso Robles

### **Company:**

A leading Vineyard Management and consulting company on the Central Coast for 25 years. The company farms over 4,000 acres in San Benito, Monterey, and San Luis Obispo Counties. Their reputation and adherence to company values has led to consistent growth.

### **The Position:**

The Human Resources Manager will support the employees and management team. This person will lead day to day employee compliance, recruiting and onboarding new staff, and managing and expanding on the existing safety program. This position requires someone with strong leadership and interpersonal skills. The ideal candidate will have experience managing employees in the agricultural industry, an understanding of agricultural labor compliance, and a strong connection to the Central Coast community. The company is commitment to employee development and is willing to invest in continuing education and training.

### **Primary Responsibilities:**

- Recruit and hire new staff at all levels in the company including posting job openings, scheduling interviews, and presentation of job offers
- Work closely with the Senior Leadership Team to assign wages and prepare job offers
- Prepare new hire paperwork and manage employee onboarding
- Ensure the company and its employees adhere to employee regulations at the state, local, and federal level
- Educate employees and management on new laws, safety best practices, and company policies
- Oversee and implement the employee safety program
- Administer employee health and retirement benefits program
- Facilitate worker compensation claims
- Manage sick and vacation time program, including keeping records for all employees
- Keep detailed safety and policy training records
- Conduct employee incident and accident investigations
- Assist managers in accurate timekeeping for both the Company and Farm Labor Contractor employees
- Manage staff cell phone assignments

### **Requirements & Physical Demands**

- 4-year college degree preferred
- Minimum of 5 years managing agricultural labor or human resources in the agriculture industry
- Professional human resources certifications or education specific to human resources desired
- An understanding of labor laws and agricultural employment standards including but not limited to OSHA, the Department of Pesticide Regulation, and the Department of Labor Wage and Hours Division
- Oral and written fluency in Spanish and English
- Strong oral and written communication skills
- The ability to train and motivate staff to develop a productive yet positive working environment
- Experience in conflict management and investigating employee incidents with the ability to maintain professionalism and confidentiality
- Requires occasional outdoor work in all weather conditions, exposure to extreme heat and cold in some cases
- Requires complete mobility (walking, bending and stretching) in the vineyard on uneven terrain
- A valid CA driver's license and the ability to be insured
- Ability to report to work in the early morning for trainings and employee communication
- Competency in computers, tablets, MS Word, Excel, and Google Drive

### **Compensation**

- Base Salary D.O.E.
- Profit Sharing
- 4% 401(K) match
- 100% Employer paid Health, Dental & Vision insurance for the employee
- 2 weeks vacation

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