

## JOB DESCRIPTION

### **Title: MANAGER - HUMAN RESOURCES/SAFETY**

Coastal Vineyard Care Associates (CVCA) is a leader in vineyard management. From Santa Barbara to San Luis Obispo County, CVCA provides the design, farming and management for over 100 vineyards in the Central Coast CVCA takes pride in leading the industry in vineyard design, farming techniques and pesticide/nutrition protocols; ensuring our vineyards are sustainable and healthy; yielding the highest quality fruit possible. From the ranch to the business office, CVCA takes pride in hiring the right people for the right job.

CVCA is currently looking for a MANAGER OF HUMAN RESOURCES/SAFETY to rebuild our HR/Safety department. This is a hands-on position and requires agriculture experience. We are looking for seasoned candidates who are ready for a challenge and know how to properly staff and rebuild the department so it can effectively and efficiently meet the demands of our organization. If you enjoy a fast-paced work environment, thrive on the challenges of the agriculture industry and want to make a difference, this position is for you!

### SUMMARY

Develop and implement HR strategies compliant with federal and state laws and aligned with our overall business goals. Develop and implement Safety strategies compliant with federal and state laws, FLSA, OSHA and aligned with our business goals and performance measures. This position interacts closely with all levels of personnel in the organization and is expected to build relationships based on respect and trust. Fluency in Spanish is mandatory.

Essential Duties and Responsibilities in Human Resources include (but are not limited to):

- Develop and implement employee policies, ensuring compliance with federal and state laws, FLSA and Wage Orders
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements
- Manage the hiring process including the drafting/posting of job openings, scheduling/conducting/assisting with interviews; consulting with supervisors on candidate selection and preparation of job offers
- Prepare and process new hire paperwork along with new hire orientation
- Manage drug and background screening process
- Maintains the work structure by updating job requirements and job descriptions for all positions
- Manage the employee termination process including exit interviews, communication of final check requirements and timely response to unemployment claims/hearings
- Advise team members and management personnel on the interpretation of personnel policies, programs and procedures
- Responsible for accurate and thorough employee information in personnel files and HR software for active/terminated employees
- Provide backup support to payroll when needed

Essential Duties and Responsibilities in Safety include (but are not limited to):

- Evaluate, assess and update safety procedures and policies to ensure workers safety and compliance with all regulatory bodies and standards
- Prepare and conduct safety training sessions; documenting employee participation
- Conduct injury and incident injuries and evaluations; prepare recommendations for incident prevention
- Responsible for OSHA record-keeping and Workers Compensation incidents/reports
- Oversee training and safety inspections on personnel materials, equipment

Requirements

- Oral/Written fluency in Spanish required
- Minimum of 5 years management experience in agriculture industry; labor force of 450-900 depending on the season
- Demonstrated written and oral communication skills; ability to communicate with tact and diplomacy essential
- Capable of maintaining a high level of confidentiality and professionalism in all situations
- Excellent computer skills; proficiency in Microsoft Office and HR software
- Comprehensive understanding of HR best practices; state and federal employment laws; Agriculture law
- Knowledge of OSHA standards with regard to agriculture
- Strong relationship management skills: ability to train, influence, motivate team members; develop positive working relationships
- Professional certifications preferred (HRPA, SHRM)
- References required
- Direct Reports: this position has one direct report and will staff the HR/safety team as deemed appropriate
- This position reports directly to ownership; Salary is DOE

**Contact: Jeff Oliver**

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