



1607 Simpson St., Kingsburg, CA 93631

HUMAN RESOURCES DIRECTOR JOB DESCRIPTION

To apply, please send your resume to nerevdap@ofrcorp.com and oscar@ofrcorp.com

Job Title:	Human Resources Director	Job Category:	Exempt
Division / Department:	Risk Management	Location:	Kingsburg
Direct Report:	CEO/CFO	Travel Required:	No
Rate of Pay:	DOE	Position Type:	Full time

Job Summary: The Human Resource Director will be responsible and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices. As well as be responsible for the Risk Management team that oversees compliance and safety at job sites. Must be involved for strategic planning and collaboration as well as developing company culture.

Supervisory Responsibility:

- LMA - Leads, manages, and holds others accountable.
- Proactively mitigates risk through improvements of HR functions and company safety culture.

Duties/Responsibilities:

- **Recruits, On-boarding, and Termination:** Partners with the leadership team to understand and execute the organization’s human resource strategy particularly as it relates to current and future talent needs, recruiting, retention, succession planning, corrective measures, performance improvements, and termination.
- **Risk Management Insurance Portfolio:** Has organized our OFR and sister companies, insurance requirements.
- **Manages and Reduces Risk:** Improves work flow or processes need to improve HR and Safety Culture. Approves and creates new processes. Keeps up to date on State and Federal laws.
- **Company Benefits:** Oversees all personnel benefits and programs.
- **Vendor and Grower Contracts:** Oversees and responsible for administrative functions of executing contract agreements with growers and vendors.

Matrix:

- Reduction in Loss Ratio, 30% and better.



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- Turn-over rate, less than 5%.
- Infractions and civil law suits: Improvements over previous years. By 50% OR BETTER.

Required Skills/Abilities:

- Can create training material and present when needed.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization’s HRIS systems.

Education and Experience:

- Bachelor’s degree in Human Resources, Business Administration, MBA, or related field required.
- A minimum of 5 years of human resource management experience preferred. Has lead a team of people.
- Agriculture background preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 25 pounds at times.
- Must be able to access and navigate each department at the organization’s facilities.

Benefits:

- 5 observed holidays annually.
- 2-week paid vacation (5 working days).
- OFR health plan option.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform other duties outside of their normal responsibilities from time to time, as needed.

Approved By:		Date:	
Employee Signature:		Date:	



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