



Human Resources Compliance & Legal Affairs Director

3/29/2021

Location: Salinas, CA
Company: All SFCOS Companies
Reports to: Executive Management Team
Supervises: Department Non-Exempt Staff
Department: Human Resources / Legal & Compliance
FLSA Status: Exempt
Direct Reports: Director of Human Resources - Workforce Administration

WHO WE ARE:

In operations since 1983, we are family owned and proud to have gained the reputation of “**Setting the Standard**” in our respective industries. Our companies are vertically integrated to provide full service growing, labor and harvesting services to well-known growers and shippers who provide fruits and vegetables to the nation's leading grocery and food service users. We employ about 80% of our work force utilizing the H-2A Guest Worker program which is presently the only legal solution to fill the growing need for agriculture labor. We are now the largest privately owned employer of H-2A Guest Workers in the United States, managing over 50 housing sites coordinating transportation and food service to over 6,000 guest workers per year. We also have Mexico growing operations providing conventional agriculture products that meet modern LGMA food safety standards and serves as another option to help mitigate the risks of growing and harvesting crops in the United States.

WHO WE ARE LOOKING FOR:

We are looking for a Director of Human Resources and who can direct all of the people functions of the corporation in accordance with the regulations and administrative rulings of governmental organizations and other regulatory and advisory authorities and organizations. In consultation with executive management, the HR Compliance Director consults, advocates, develops and implements current, annual, and long-term schedules related to the quality, business and financial objectives for the Human Resource organization. The HR Compliance Director represents the organization with external contacts including business and non-business communities while ensuring strong leadership and business excellence is maintained. Interacts with executive management in the completion of job responsibilities. As a strategic partner, acts as a consultant to the executive management team on human capital related matters, which may include advocating, informing and influencing how a proposed regulation will impact business practices and sustainability. This position can be remote or based in Salinas.

RESPONSIBILITIES:

- Serve as Subject Matter Expert across various HR focus areas, such as, equal employment opportunity, anti-discrimination, leave administration, etc.
- Regulate California wage & hour law compliance and identify, resolve, and prevent any violations on an ongoing basis.

- Execute compliance initiatives, evaluate, and monitor processes across the various HR functional areas. Responsible for developing, implementing, and communicating policies and procedures to HR team members, management and/or employees as appropriate.
- Utilize data analysis tools and skills to drive decision-making in support of department and company objectives, and present data to executive management.
- Develop and facilitate compliance policies and procedures and assess the ongoing effectiveness of the Company's compliance program. Prepare and deliver metrics to executive management.
- Responsible for OSHA record-keeping and Worker's Compensation incidents and reports.
- Direct and implement policies to maintain compliance for H2-A guest worker program as it relates to HR and safety.
- Enforce EEO policy, serve as the Company's EEO and DOL (EEOC/OFCCP) representative.
- Lead strategy implementation of affirmative action plans with HR leaders and communicate plans to senior and executive management.
- Oversee OFCCP audit submissions in collaboration with counsel.
- Manage periodic internal reviews/audits/investigations to ensure compliance with documented processes and procedures.
- Provide consultation for training in compliance in relation to state and federal labor laws and or diversity. Coordinate with Learning and Development to provide necessary compliance training to HR, managers, and employees.
- Partner with various leaders to ensure data integrity processes across systems.
- Develop and mentor HR team members in the area of compliance.
- Manage or participate on special projects/programs requiring compliance stakeholder input.
- Assist and support emergency response efforts
- Works with trade and professional associations to promote goals and objectives in the health and safety area that affect the company's business.
- Effectively communicate and manage governmental affairs with labor advocacy groups who excessively regulate based on false or misleading industry information.
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JOB QUALIFICATIONS:

- Bachelor's Degree in business administration or a related discipline preferred with 10 or more years of progressive human resources professional experience with at least five of those years managing human resources processes and personnel. Additional professional experience or formal training in human resources may be substituted in lieu of education.
- Master's Degree or JD is desirable.
- Must have extensive applicable knowledge in various employment law areas, including but not limited to ADA, AAP, ADEA, Affordable Care Act, COBRA, ACPA, ERISA, MHPAEA, Equal Pay Act, FMLA, CFRA, GINA, HIPAA, FLSA, IRCA, Title VII of the Civil Rights Act of 1964, PFL, PDL, Workers' Compensation, OSHA, SCA, PCA, Pregnancy Discrimination Act, USERRA, and FEHA.
- Must have comprehensive understanding of H2-A guest worker programs.
- Must have extensive and detailed technical expertise and application of relevant human resources principles, theories, and concepts.
- Must be able to provide leadership and direction to staff and colleagues while representing the organization internally and externally as a spokesperson on human resources matters.
- Must be customer focused and possess: (1) the ability to identify issues, analyze and interpret data, and develop innovative solutions to a variety of unusually complex problems using a high degree of independent judgment; (2) excellent analytical, verbal and written communication skills to accurately document, report, and present findings to a variety of audiences including executive and senior management, senior external parties and government agencies; (3) excellent interpersonal skills to

influence and guide all levels of employees, including senior managers and senior external parties; (4) the ability to effectively and efficiently initiate, plan, budget and manage projects; and (5) knowledge of computer applications and operations pertinent to the field.

- Must be able to work on a self-initiated basis and lead in a team environment and able to work extended hours and travel as required. Knowledge and prior experience working with regulatory agencies and trade associations to effectively communicate reasonable, common sense solutions to workplace health and safety concerns.
- Ability to plan, strategize, influence, meet deadlines and work well under pressure.
- Proficiency in the English language, verbal and written and ability to communicate effectively with regulatory agency representatives.
- Knowledge and proficiency of Word, Excel, PowerPoint, Access, electronic mail, Google Apps, Smartsheet, and other word and spreadsheet programs.
- Represent SFCOS on relevant boards, committees, and commissions to initiate and further regulations beneficial for the company and industry.
- Assist with and support emergency response efforts with regulatory agencies.
- Oversee the completeness and accuracy of the employee handbook.

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OTHER REQUIREMENTS:

- Valid Driver License
- Acceptable Driving Record (must meet minimum criteria to be covered on company's auto insurance policy)

COMPENSATION and BENEFITS:

- Salary commensurate with education and experience
- Employer paid health insurance
- Vacation
- Retirement Plan 401(K)

TRAVEL REQUIREMENTS:

Position requires travel throughout various locations where the company operates as well as to both state and federal regulatory offices throughout the United States.

To apply or find our more about this position, contact LSR@SFCOS.COM