

The Human Resources Generalist will support all facets of the people and culture needs within the organization. This includes, but is not limited to, workforce development, safety training, benefits and compliance with state and federal laws/regulation. The vision for this hands-on role is to assist in creating dynamic and responsive Human Resources policies in very fluid environments. This will be accomplished by assisting in development of computerized systems to augment the existing platform and through effective training of staff members, managers, and supervisors at all levels.

This position will maintain and administer all Company policies and practices, recruit new employees, supervise the new hires application, on boarding and termination process, oversee the FMLA process and the compliance according to Federal and State regulations and company policies. The position will assist and oversee the payroll manager and handle all employee relations and employee attention process, investigations and coaching for personnel in several HR areas such as communication, company policies and legal procedures for disciplinary actions and support other management with their requests related to the HR Department and functions. Further the position will assist, review and implement new policies according to new and existing legal rules for the industry. The Human Resources Generalist must be proactive in addressing Labor and Employee Relations issues in a timely manner by reporting immediately to management or HR Advisor to keep labor/employee relations harmonious and productive at all levels.

On our client's behalf, we are accepting resumes for immediate consideration for this HR position. This role, based in Salinas, CA will report directly to the Chief Financial Officer and work collaboratively with the HR Advisor. This is a full-time position (direct hire) offering a competitive salary and benefits (health insurance, paid vacation/PTO, collaborative work environment with visionary leadership).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned:

- Keeps up to date on reporting requirements of various regulatory agencies.
- Generate reports to regulatory agencies, i.e. including EEO, OSHA, etc.
- Oversee time-keeping system and payroll processes under the direction of the CFO.
- Utilize hiring procedures and required documents to manage new-hire registrations.
- Educate, motivate and train personnel in good housekeeping practices and safe work procedures
- Ensure training and/or certifications of personnel, i.e. First Aid, CPR, etc., are up-to-date.
- Conduct as directed required inspections, document findings, and implement corrective actions.
- Maintain site posting boards and compliance binders.
- Assist in daily activities regarding injury management and workers compensation issues.
- Oversee employee benefit plan enrollment and administration, such as medical, dental, and vision insurance.
- Maintain and update company policies regarding safety and compliance programs.
- Facilitate effective and timely communication between all levels of personnel.
- Additional projects and responsibilities to be determined on an as-needed basis.

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, skills, and abilities required. Ideal candidate will have following skills, education and experience (a combination of same may be considered):

- Minimum of five years of Human Resources experience as a Specialist or Generalist.
- Agricultural background a plus but not required. Cannabis industry experience a plus.
- Bachelor's Degree in Human Resources, Business Administration, Organizational Psychology, or relevant subject (equivalent combination of experience, education, and training that would provide the level of knowledge and ability required for the position may be considered in lieu of Bachelor's Degree).
- Fluency in English/Spanish, ability to speak, read and write in both languages preferred.
- Strong verbal and written communication skills (training/presentations/report writing) are essential.
- Skilled in the standards, concepts, practices, and procedures within the health, safety and environmental fields.
- Demonstrated strong interpersonal skills.
- Handle confidential information in strict confidence and with great sensitivity.
- Valid California driver's license and clean DMV driving history/insurable
- Computer literacy with familiarity with MS Outlook, Word, and Excel is required.
- Knowledge of Federal and CA state employment laws, rules, regulations and best practices.
- Organized, with ability to prioritize and follow through under minimal supervision
- Effective communicator with all levels of management, employees, and outside personnel
- Analytical thinker and problem solver.

Additionally, the successful candidate must have excellent communication and people skills. Must be able to follow directions. Must be able to understand and follow work rules and procedures. Must be able to accept and learn from constructive criticism.

Please note: The above description is to be used as an overview of the job responsibilities and duties, and is subject to change or revision as determined by management.

AGFORCE, a Proformance Talent Group company, is authorized to source, prequalify and introduce candidates to its client for the above-noted full-time position. Interested parties should submit resumes in MS Word or text format (not PDF, please) to careers@projobs4u.com with position title listed in subject line. Please include anticipated compensation in body of e-mail. All inquiries are confidential and resumes will not be shared without candidate's permission. We thank you in advance for your consideration.

Please note that only those candidates with qualifying skills will be contacted. If this opportunity sounds of interest but perhaps is not quite right for you, please go ahead and e-mail your resume confidentially or fax to 831.417.2796. We always have new openings and will keep your resume on file for any that might be a good match for you in the future.

AGFORCE does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria. All candidates are afforded equal opportunity with respect to consideration, employment offers, compensation, benefits, training, transfer, and promotion without discrimination.