
Job Description

Title: Human Resources Manager
Reports to: CEO

Location: Tulare, CA

Summary

The Human Resources Manager will support employees at all locations and within all departments, including the management team. They will lead employee recruitment, onboarding, and day-to-day compliance. They will oversee the employee safety program and staff. This person will be responsible for all employee payroll and health and benefits programs. The ideal candidate will possess strong communication, organizational, and leadership skills. This person must be able to effectively manage their staff and department.

Essential Duties and Responsibilities

- Assist managers with creating and maintaining job descriptions for all current and new positions.
- Recruit and hire for all levels within the company, including the preparation and posting of job openings, scheduling and conducting interviews, and preparation and presentation of job offers.
- Responsible for wage discovery by position by location.
- Oversee new hire onboarding and training.
- Ensures the company and the employees follow all federal, state, and local regulations.
- Monitors and communicates to managers all new labor laws and requirements.
- Communicates and educates employees on all company policies.
- Oversees and implements the employee safety program, including all training records.
- Administer the employee health and benefits programs.
- Oversees all worker compensation claims.
- Assist managers in accurate timekeeping for all employees.
- Responsible for payroll and all related records.
- Manage employee sick and vacation time.
- Conduct employee incident and accident investigations.
- Recommends personnel disciplinary actions and maintains employee files.
- Assists outside accountants in the preparation of required annual filings.
- Assist senior management with bonus program.
- Responsible for tracking employee headcount and labor costs.
- Work directly with contract labor providers.

Required Skills / Competencies

- Strategic thinking
- Analysis and information management
- Strong oral and written communication skills
- Interpersonal skills
- Conflict management and resolution skills
- Business and industry knowledge
- Team player
- Ethical conduct
- Problem solving
- Time management
- Computer proficiency

- Oral and written fluency in Spanish and English

Education / Experience

- Bachelor's degree, preferably in Human Resources Management
- 5 or more years of experience in human resources management

Certificates and Licenses

- Requires a valid driver's license and ability to be insured
- Professional human resources certifications

Supervisory Responsibilities

This position will manage 3-5 individuals.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee regularly works in an office setting, in a vehicle, and occasionally in the field. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. The noise level in the work environment is occasionally loud.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, and talk and hear. The employee is frequently required to stand, walk, and sit and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

Driving / Travel

Frequent driving is required. Occasional travel is required.

Compensation

- Base salary \$115 to 140K D.O.E. plus annual bonus potential. 401(K) and company matching.

CONTACT: Jeff Oliver 559-434-8500 jeff@oliverSC.com