

Human Resources Manager for our Lakeport Location

Legal cannabis company with several locations in California is looking for a Human Resources Manager to join our team.

Job Responsibilities:

- Works in partnership with the H.R. Director helping to enhance the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices in our Lakeport location.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Manages and organizes employee self-evaluations and manager evaluations
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- Provides support by helping to organize documents required for benefits program.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organization at hearings.
- Enforces management guidelines by helping to prepare, update, and recommend human resource policies and procedures.
- Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.
- Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees and following up on work results.
- Advances human resource staff job results by counseling and disciplining employees, planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed.
- Provides support with labor contractor selection and compliance.
- Supports the cultivation and processing departments by making sure that employees are following safety protocols, using PPE, scheduling respiratory fit tests, hearing tests, etc.

Requirements:

- One to two years of experience in human resources, preferably in an agricultural environment.
- Bachelor's degree preferred
- SHRM, APMA or PHR Certification preferred.
- Must be fluent in both English and Spanish

To apply:

Please send your resume to veronica@profarms.farm