



**SEGUE
SOLUTIONS**

Career Strategy July 2014 Opportunities

My Career Strategy Meeting Information

<http://is.gd/seeyouthere>

PIHRA Career Center

<http://is.gd/pihracareercenter>

PIHRA District 6

<http://is.gd/SouthBay>

My Career Strategy Email

Segue@Propster.com

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June 2014 Unemployment Rates

United States 6.1%	California 7.4%	LA County 8.1%	Orange County 5.2%
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Eleven job-seeker blunders:

1. After getting laid off, they think it's a great time for a three-month vacation, especially during the summer. Take a week off and then start your job search is my advice. Some downtime is healthy, but the longer you're out, the harder it will be to get a job.
2. They tell me they have no accomplishments to list on their résumé, so they have a résumé that looks like a grocery list of duty statements. One jobseeker told me that in five years of working at a company he hadn't achieved anything great. Come on, try, guy.
3. They send the same résumé to employers thinking targeted cover letters will address the requirements of a job. One customer admitted he sends out the same résumé but makes sure to tailor the cover letter to meet the employers' needs. Half way there.
4. Related to #3: They don't send cover letters with their résumés. Come on, it only takes an hour at most to write a cover letter that elaborates more on your qualifications and accomplishments. Unless specifically told not to send a cover letter, send one.
5. They think it's acceptable to dress like they're going to the gym while they're in public. You're always in the hunt and you never know when someone who has the authority to hire you—or knows someone who has the authority to hire you—will bump into you in the grocery store.
6. Speaking of networking...they think going to networking events are the only places networking is allowed. Newsflash, networking is ongoing and happens wherever, whenever someone is willing to listen. Next time you're getting your hair styled or cut, put a bug in the ear of your hairstylist.
7. They start a LinkedIn profile and just leave it there like a wilting plant. Do you think doing this will create a positive impression on recruiters and employers? No, it will do more harm than good. Having a profile is one part of the equation; being active is another part. Be active on LinkedIn.
8. They spend the majority of their time on the computer, posting résumés to Monster, SimplyHired, the Ladders, etc. Richard Bolles, What Color is Your Parachute, says your chance of success is between 5%-10% when using this method alone. To me this is not a great use of job seeking time.
9. They spend mere minutes researching companies and the jobs for which they apply before an interview. Really now, don't you owe employers the respect of being able to articulate why you want to work at their company and do the job they're advertising? Do your research.
10. They expect recruiters to work for them. Who pays the recruiters' bills? Recruiters work for employers, and any optimism you hear in their voice is to give you confidence when vying for the position, not to indicate you have the job. They're busy people who don't always have time to answer your phone calls or e-mails, so don't feel slighted.
11. They don't send a thank you note to employers after an interview. I know, people say it's a waste of time; but don't go about your job search in a half-ass way. Thank you notes are an extension of the interview and could make you or...break you.

Adapted from <http://thingscareerrelated.com/2014/07/23/10-job-search-blunders-i-find-hard-to-believe/>

Invitation to Attend the Challenger Networking Group

Los Angeles, CA Chapter

This networking group is sponsored by Challenger, Gray & Christmas, Inc. and designed for executives from all disciplines. Meetings are on the first Tuesday of each month at Zen Buffet in Woodland Hills.

A wide range of speakers will be available talking on current topics for those interested in enriching their careers, forming new contacts, those in transition, etc.

Next Meeting

August 5, 2014

Starting a Business

Speaker: Michael Tilbrooke, Franchise Specialist, FranNet

www.frannet.com/mtilbrooke

Location: Zen Buffet, 21610 Victory Boulevard, Woodland Hills, CA 91367 (818) 887-2688

Lunch: \$12.50 or minimum \$5 (payable to restaurant). No need to RSVP.

Dress is casual and parking is free

Pete Tzavalas, Vice President

petetzavalas@challengergray.com

Dick Kaumeyer, Facilitator

DKaumeyer@aol.com

Upcoming Topic Schedule

September 2, 2014 Woodland Hills at Zen Buffet

Interview Errors - Yours and Theirs

Speaker: Richard Propster, Principal, Segue Solutions, LLC

October 7, 2014 Woodland Hills at Zen Buffet

Building a Relationship with Retained Search Firms

Speaker: Bill Brewer, Principal Consultant, McDermott & Bull

www.mbsearch.net

December 2, 2014 Woodland Hills at Zen Buffet

Aerospace/Technology & Related Opportunities

Speaker: Glenn Grindstaff, Senior VP & CHRO, National Technical Systems

www.nts.com



Career Center

<http://hr.pihra.associationcareernetwork.com/Common/HomePage.aspx>

Jobs Posted July 2nd

Client Account Specialist

DLA Piper - San Diego, CA

DLA Piper provides its employees with highly competitive salaries and benefits, including eligibility for year-end bonuses, profit sharing eligibility, a generous paid-time-off policy and a 401k plan. Employees are recognized and rewarded for their achievements through annual performance evaluations and salary reviews. The firm encourages ongoing personal development and supports a healthy work/life balance. [more info...](#)

Case Assistant

DLA Piper - Palo Alto, CA

DLA Piper, a leader in the practice of law worldwide, seeks a Case Assistant for our East Palo Alto office. This position assists the paralegals and/or attorneys by maintaining case files, preparing documents for production, organizing and maintaining case or other files, updating and maintaining data bases, preparing closing books, obtaining information for internal and external sources and performing other administrative tasks. [more info...](#)

Legal Recruiting Manager

DLA Piper - Los Angeles - Century City, CA

DLA Piper, a leader in the practice of law worldwide, seeks a Legal Recruiting Manager in the Los Angeles- office. This position is responsible for managing all aspects of legal recruiting as directed by the Hiring Partner and Sr. Director and Sr. Manager of Legal Recruiting and will also support the Phoenix office. [more info...](#)

Human Resource Manager

Milgard Windows - Simi Valley, CA

You are a strategic Human Resources professional who understands operations and its many requirements. Using your strong communication and relationship skills, you can move the pin through influence and data-supported recommendations. You understand the financials, can go

from a meeting with the leadership team planning future strategy to hosting a pizza lunch-and-learn with employees. [more info...](#)

Talent Acquisition/Human Resource Generalist

Citadel CPM, Inc. - Pasadena, CA

Citadel CPM is an established and growing small business, in the construction project management industry, located in Pasadena, CA. We are looking for a Talent Acquisition/HR Generalist for our firm, with talent acquisition experience in the construction project management industry, to help us source the right talent for the firm and manage the day-to-day HR functions. [more info...](#)

Human Resources Business Partner (HRBP)

Quest Diagnostics - San Juan Capistrano, CA

HRBP needed to design and implement a sustainable organization that supports growth, quality and productivity by:driving the People strategy, leveraging human capital to increase organizational capability and service delivery and facilitating employee advocacy and fostering employee engagement. Partners with business/functional leaders at the mid to senior level to influence the design and execution of the business strategy by providing consultative support and leadership. Job ID: 3729187 [more info...](#)

Jobs Posted July 16th

HR Generalist - California

Southwest Key Programs - Ventura, CA

This role will provide expertise and direct support in the areas of employee relations, performance management, recruiting and selection, compensation/benefits administration. The California area HR Generalist will partner with the Employee Relations Manager to train and develop management and employees throughout the organization and provide orientation and onboarding programs. The HR Generalist will be the primary point of contact. Strongly seeking candidates with bilingual skills in Spanish. [more info...](#)

Talent Acquisition/Human Resource Generalist

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Citadel CPM is an established and growing small business, in the construction project management industry, located in Pasadena, CA. We are looking for a Talent Acquisition/HR Generalist for our firm, with talent acquisition experience in the construction project management industry, to help us source the right talent for the firm and manage the day-to-day HR functions. [more info...](#)

Human Resources Director

Confidential - West Los Angeles, CA

The Human Resources Director (HRD) is responsible for a number of significant functions that provide support to all aspects of the Company. The HRD creates, implements, modifies, and manages all related policies and procedures. Additionally the HRD ensures the Company is in compliance with applicable employment laws. [more info...](#)

Senior Human Resources Analyst (at-will)

City of Manhattan Beach - Manhattan Beach, CA

We are looking for an experienced Human Resources professional to join our team! The City of Manhattan Beach is an exciting and beautiful beach community located in the South Bay area of Los Angeles County. The City prides itself on providing excellent service to our internal and external customers. The ideal candidate will contribute positively to the growth and development of our team and be a strategic partner with city management. Don't miss your opportunity! [more info...](#)

Administrative Technician

Castaic Lake Water Agency - Santa Clarita, CA

Performs a full range of responsible and varied technical and paraprofessional duties in support of the Agency's human resources and risk management section. The Administrative Technician is an entry level class responsible for assisting in the Agency's human resources and risk management functions, including providing customer services to internal employees and the public and maintaining effective working relationships with all levels of Agency staff. [more info...](#)

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Section Manager II, Benefits

Orange County Transportation Authority - Orange, CA

The Orange County Transportation Authority (OCTA) is the county's primary transportation agency. Under general guidance, designs, plans, and implements agency benefits programs, policies, and procedures. Aligns benefits with agency strategic plan by reviewing programs to

ensure process improvements and system efficiencies. Responsible for ensuring programs meet employees' needs, comply with legal requirements, and are cost effective. [more info...](#)

Benefits Compliance Specialist

American Solar Direct - Los Angeles, CA

American Solar Direct is looking for an experienced and flexible hands-on Human Resource professional with benefits administration background and HR generalist experience. This position will provide a great depth of knowledge and professional experience to support timely and efficient execution of the HR function. The primary responsibility is to own all aspects of employee benefits; this includes Healthcare, 401k, Leave of Absence, Workers' Compensation, onboarding and off boarding. [more info...](#)

[View more jobs at the PIHRA Career Center](#)



The SHRM Job Board also has local opportunities at
http://jobs.shrm.org/home/index.cfm?site_id=1612

CB & ASSOCIATES INC.

CB and Associates frequently has local opportunities:
www.cbrecruiters.com

Human Resources Business Partner

Do you have a mind for business and passion for helping teams operate more effectively? Our Human Resources Business Partner (HRBP) role requires you to hit the ground running with a "can-do" attitude. We are looking for someone with strong employee relations skills who has extensive experience partnering with managers across the organization. You must be self-motivated, disciplined and be able to work effectively across many groups within the company. You should thrive in fast paced and creative environments with business managers who move quickly. Come join a small, yet integral team within OpenX where you will be encouraged to utilize your creativity and ingenuity every day.

Responsibilities:

- Provide coaching and counsel to business leadership teams on a broad array of HR and employee relations issues based on a combined understanding of the business strategy, industry practices and labor market considerations.

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- Advise and influence all levels of management on matters relating to performance management, employee retention and engagement, and organizational development & effectiveness.
 - Partner with managers on employee relations matters including performance management and related documentation, research and investigations, and conducting performance documentation meetings.
 - Lead and execute HR programs and projects, including but not limited to the Annual Performance Review process and related training, conducting management training, staff development training, and other internal projects, as needed.
 - Provide expertise and guidance to HR team members and the business on internal policy interpretation, HR best practices, and applicable labor laws and regulations such as EEO, ADA, ADEA, DLSA, etc.
 - Leverage and promote all HR programs, policies, processes and systems across the organization to manage, develop, and retain key talent.
 - Administrative responsibilities, including data research/entry and e-file maintenance.

Desired Skills and Experience

- Bachelor's degree
- 5-8 years of progressively complex HR business partner/generalist experience, including Employee Relations and Performance Management
- Experience in technology, digital media, entertainment/internet and/or start-up culture highly preferred
- Flexibility to quickly switch gears and operate effectively from strategy/planning to tactical/execution
- Demonstrated skills and experience managing varied and complex employee relations matters
- Project management experience, from design to execution
- Experience designing and implementing HR programs and initiatives
- Knowledge of California wage and hour laws, FMLA, EEO, ADEA, FEHA and OSHA (CalOSHA) and other applicable regulations
- Excellent communication skills, detail oriented, critical thinking and problem solving skills
- Must be able to make educated decisions quickly
- Strong data and analytical skills – ability to use HR data to drive business decisions
- Ability to effectively interact with all levels within the organization
- SPHR or PHR preferred

About OpenX

OpenX is a global leader in digital and mobile advertising technology. OpenX's vision is to unleash the full economic potential of digital media companies. OpenX solutions provide a unique Software as a Service platform by combining ad serving and an ad exchange which includes Supply Side Platform technology. OpenX is backed by leading investors including Accel Partners, Index Ventures, SAP Ventures and Samsung Venture Investment Corporation.

Human Resources District Manager

Rite Aid - Lancaster, CA

The primary purpose of this position is to act as a member of the leadership team for assigned stores and districts, consult with leadership group to develop and implement effective human resource programs, policies and initiatives designed to sustain a positive work environment. Participate as an active and involved partner in the development and execution of client-specific and organizational business plans and strategies. Actively support human resources departmental objectives by collaborating with leadership team, staff and specialists in functional areas. Act as the primary point of service contact for the majority of human resource issues for the leadership group and associates on interpreting human resource policies and procedures. Coach and consult with leaders on how to achieve operational and strategic initiatives consistent with human resource objectives for the organization. Frequent independent judgments are essential. The incumbent is also required to perform all tasks in a safe manner consistent with corporate policies and state and federal laws.

The associate is responsible for the functions below, in addition to other duties as assigned:

- Execute HR plans and strategies to accomplish business objectives. Ensure that human resource services are value added, effective and consistent with, store and districts, business and strategic objectives.
- Proactively identify associate engagement opportunities to improve and enhance the work environment and takes initiative in developing and implementing appropriate action plans. Lead initiatives within assigned store and district leadership on complex associate issues (i.e. labor distribution, scheduling, advocacy concerns, investigations, progressive discipline, harassment or discrimination allegations and workplace violence situations).
- Act as the first point of contact for leadership group and associates. Consults on a wide spectrum of HR issues including guidance on associate engagement, performance management, total compensation, human resources development and talent management. Provide counsel and regulatory compliance on employment laws such as ADA, FMLA, FLSA, Title VII, etc.
- Assist assigned leadership group in defining staffing needs to develop short and long-term recruitment strategies. Manage and participate in the recruitment and selection process to address workforce engagement as an outgrowth of the recruiting and staffing process.
- Lead in the execution of special projects and human resource initiatives. Including organizational development strategies e.g. change management, leadership development, conflict resolution, succession planning, etc. or representing Rite Aid in 3rd party situations such as unemployment hearings, union grievances, or DOL investigations.

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- Provide necessary consulting support and take proactive steps to enhance the growth of a performance-based culture. This includes, but is not limited to, providing consultation on performance management issues, fostering a learning environment and influencing leadership on appropriate rewards and recognition to enhance the associate experience.

Supervisory Responsibilities

This position currently has no supervisory responsibilities; however, this position provides indirect supervision by providing training, mentoring, and direction to Field and Store Management team.

Desired Skills and Experience

The following qualities are required:

- Minimum age of 18 years old to travel for business.
- Ability to pass drug test.
- Committed to providing customer service that makes both internal and external customers feel welcome, important, and appreciated.
- Ability to preserve confidentiality of information.
- Ability and willingness to move with purpose and a strong sense of urgency.
- Ability to work weekends on an occasional basis.
- Ability to work extended days on an occasional basis.
- Ability to work day or evening hours.
- Accuracy and attention to detail.
- Ability to organize and prioritize a variety of tasks/projects.
- Ability to work within strict time frames and resolute deadlines.
- Ability to travel on a regular basis to store locations.
- Ability and commitment to develop and mentor Rite Aid associates.
- Knowledge of Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), and state and federal employment law.

EDUCATION

Bachelor's degree (BA/BS) in Human Resources or Business Administration, plus five (5) years' of Human Resources Generalist experience, with emphasis on experience in retail or other related industries. Master's degree in Business, H.R. or Organizational Design/Development preferred or equivalent combination of education and experience.

<https://www.linkedin.com/jobs2/view/16441338?trk=eml-jymbii-organic-job-title&refId=6a338d28-e71a-4b32-8b09-e596578819a3>

Career Management Consultant-Project/LA

Right Management - Greater Los Angeles Area

Job description

This Project Consultant role for our Career Management (CM) business covers assignments in and around the Los Angeles area with a service office located in El Segundo. This is a project-

based position with no guarantee of hours. This position provides post-employment separation meeting support, group transition workshops and one-on-one coaching services to professionals in career transition in the greater Los Angeles and/or Orange County areas. Delivers guidance to all level of former employee (“candidate”) on preparing to conduct a successful job search. Conducts group and 1:1 candidate training/coaching on preparing for the job market. Content includes personal assessment, defining short-and long-term employment options and goals, entrepreneurship, resume development, personal branding, social media, networking, interviewing, negotiating, etc. Interacts as an effective member of a market delivery team, and the cross functional team, within the local market.

Key Responsibilities:

- Provide clear, compelling introduction to Right Management’s outplacement services to separated employees immediately following the employment separation meeting
- Meet one-on-one or in a group setting with separated employee(s) to provide the details of the sponsored Right Management outplacement program, provide encouragement, and answer preliminary questions about the outplacement services and how to get started
- Occasionally deliver/facilitate engaging, impactful training including group presentations, workshops; present concepts clearly and concisely; apply adult learning principles to group presentations and appropriately adjust presentations to meet the needs and level of the audience
- Occasionally provide career coaching at all levels, including executives, with the objective of achieving tangible and timely outcomes with former employees
- Occasionally coach former employees in setting job search/transition objectives while developing realistic work plans to achieve results
- Occasionally coach to develop strategic business solutions/search strategies for former employees; apply local market knowledge, business experience, information and analytical perspectives to improve and accelerate former employees’ success
- Document candidate interaction and activity according to company protocols
- Meet/exceed service quality and satisfaction standards/metrics
- Conduct outreach to pending candidates (former employees) and participate in prospective candidate meetings to encourage them to engage in services
- Stay current on industry, company, executive, talent changes, updates, trends – through networking groups, publications, etc. - to be a source of accurate market intelligence for candidates
- Participate in continuous improvement processes for all aspects of one’s own outplacement and career management experience

Desired Skills and Experience

- Bachelor’s Degree in Business Management, Human Resources, adult education, or similar
 - 7+ years of experience in business management, consultant services, human resources, recruiting/placement, training & development, outplacement/career management ideal
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- Outplacement/career coaching/job search training experience
 - Working knowledge of sourcing/recruitment, economic/hiring trends in today's web 2.0 technology climate
 - Can organize and structure workload to ensure maximum effectiveness in working with candidates and team members; adapts quickly to changing situations
 - Demonstrated ability to coach and provide effective, professional feedback and career transition/job search techniques and strategy to individuals and groups at all levels from individual contributor to executive
 - Communicates clearly and effectively in small and large group settings in all forms, one-on-one, and at all levels, in a professional manner
 - Develops, delivers and facilitates impactful presentations, engaging workshops and discussions; strong, active listening skills
 - Ability to continually learn and develop one's communication, career coaching and general business skills; collaborate with other sales and delivery consultants; proven success actively participating in teams
 - Recognizes problems and responds with a sense of urgency, using good judgment; makes timely, thoughtful, sometimes difficult decisions; seeks and accepts input from others; has effective influencing skills
 - Possesses working knowledge in language, math and reasoning skills; proficient ability to use Microsoft Office Suite, the Internet, live meetings; ability to search various databases and to master new technologies as required
 - Successful and comfortable working independently as well as in following policies and protocols; comfortable with ambiguity

Please indicate salary history and current hourly rate requirements to be considered for this position.

We thank you for your interest in Right Management. Due to the volume of responses for this role, only candidates being considered for this role will be contacted.

Please send resumes to CMWestProjectResumes@right.com
Please indicate in the subject line the position: CM Project Consultant- LA
Right Management is an Equal Opportunity Employer.

Human Resources Director

J. Paul Getty Trust - Greater Los Angeles Area

Job description

Reporting to the VP, CFO and COO, the HR Director provides vision and senior leadership for delivery of strategic Human Resource services that contribute to client and organizational success. The HR Director plans, organizes and directs the Human Resource functions and programs, aligning them with the organization's objectives. The HR Director demonstrates creative program design and problem solving while ensuring regulatory compliance.

The HR Director will lead with integrity, enthusiasm, and dedication to customer service in a highly collaborative manner with constituencies at all levels of the institution; will demonstrate the ability to foster strong relationships with administrators, employees, and key stakeholders; and ensure that Human Resources services are equitable, effective and efficient.

The HR Director is responsible for the strategic planning, development and administration of all HR activities, including but not limited to: benefit programs, compensation, employment, employee relations, organizational development and training.

The HR Director will implement best practices to build and maintain a diverse, contemporary, leading edge Human Resources structure. The Director will provide leadership to the Human Resources department and staff while optimizing organizational performance resulting in ever increasing service, quality and efficiency. The HR Director is responsible for budgetary oversight and management of the department's resources including the organization's benefit programs.

The HR Director will develop and utilize HR information systems to provide information services that will enhance both the effectiveness of Human Resources and decision-making throughout the organization.

Desired Skills and Experience

- Bachelor's degree and a minimum of ten years of HR related experience with demonstrated expertise in benefits administration, compensation administration or employee relations.
- Experience in more than one of these areas is preferred. Must have experience supervising staff; must also have experience with policy, program and procedure design and delivery; must have shown the ability to work collaboratively to foster consensus; and must enthusiastically commit to the success of the organization.

<https://www.linkedin.com/jobs2/view/16511793?trk=eml-jymbii-organic-job-title&refId=6a338d28-e71a-4b32-8b09-e596578819a3>

Human Resources Director

J BRAND - Los Angeles

Job description

J Brand set out to create timeless, classic and sophisticated jeans with an emphasis on fit and the inspiration to make a woman look and feel beautiful in her jeans. Following this mission, J Brand has achieved a winning combination of style and comfort. Remaining authentic and true to the customer while delivering inventive designs, J Brand continues to be an industry leader in the fashion world.

As a business unit of Fast Retailing since 2012, you'll be part of a group of companies focused on fashion around the world. The Human Resources Director will be an integral member of J Brand's Los Angeles based leadership team and will work closely with Fast Retailing to make the most of the shared HR services available. We are seeking an exceptional human resources generalist with a hands-on approach, who enjoys a role that is broad in scope.

The Human Resources Director's responsibilities will include:

- Organizational Essence: Maintain HR systems that reinforce the Company's desired culture, strategy, achievement of goals, and employee performance expectations.
- Employee Engagement: Lead positive employee relations and engagement initiatives to meet business needs and appropriately address employee concerns and wellbeing, while creating a high performance culture. Act as an objective sounding board for employee concerns.
- Employee Total Rewards: Deliver compensation, benefits, wellness, recognition and HRIS strategies, policies and practices aligned to the needs of the business and overall competitive industry practices
- Performance Management: Deliver onboarding, performance management, succession planning, training and development and workforce planning programs
- Compliance: Administer HR programs that ensure J Brand's compliance with Federal and State legal requirements
- Technology: Drive best practice HR programs, including the use of technology solutions
- Training and Development: Drive succession planning initiatives and implement strategies to grow, develop and retain an exceptional talent force
- Recruitment: Deliver progressive recruitment strategies to attract top notch talent
- Change Leader: Develop internal programs that reflect "employer of choice" forward thinking approaches to HR and recruitment strategies

Success Indicators:

- J Brand's HR strategy and processes are clearly defined and communicated
- J Brand's HR strategy is helping to attract, engage and retain top talent
- J Brand's HR systems reinforce organization clarity
- Risk is minimized due to legal compliance
- J Brand's reputation is an Employer of Choice among fashion leaders

Desired Skills and Experience

Required Experience:

- 8 to 10 years of relevant human resources management experience
- Experience with organizations through periods of rapid growth
- Entrepreneurial or startup experience – ability to thrive in an unstructured environment – creation of new HR programs
- Undergraduate degree in a related field
- Knowledgeable regarding employment law and compliance requirements

Ideal Experience:

- PHR or SPHR certification
- Experience in an apparel manufacturing environment a plus
- Experience in Retail HR a plus

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- Leading a company through an acquisition process with a global partner

Other Traits:

- Able to mix experience and knowledge of best practices with out-of-the-box thinking and innovate solutions
- Passionate, confident, driven organizational leader
- Relentless drive and enthusiasm to fulfill project commitments and meet deadlines
- Exceptional analysis, strategic thinking, and attention to detail
- Exceptional communication and presentation skills; ability to thought-lead at the executive level
- Excellent interpersonal skills and politically astute
- Excellent contracts and negotiation skills
- Well organized and structured thinker
- Desire to learn and continue professional development
- An appreciation for fashion
- Ability to motivate, engage and inspire a team

<https://www.linkedin.com/jobs2/view/16386732?trk=eml-jymbii-organic-job-title&refId=6a338d28-e71a-4b32-8b09-e596578819a3>

Director, Professional and Organizational Development

Application Process: Visit our website at <http://hr.fullerton.edu/jobs/>.

Application Deadline: August 21, 2014

Job Summary:

Transformative leadership is defining our progress. Help lead the change and consider joining the vibrant community of California State University, Fullerton. The division of Human Resources, Diversity and Inclusion (HRDI) is committed to excellence and fosters a dynamic and innovative work environment. We seek an enthusiastic, highly-motivated director who is eager to join a dynamic team and growing division. The Director of Professional and Organizational Development (POD) plays an integral role in the division's goal to be cultural architects, building and shaping culture. HRDI desires the "best of the best" to help drive the division toward becoming the talent management model in the 23-campus California State University system. The Director should be a trendsetter, a self-starter, and a leader in his/her field in building and shaping a top notch professional and organizational development program.

Reporting directly to the Associate Vice President for HRDI, the Director of POD is responsible for leading training and career development programs as well as other initiatives for all campus employees including students, faculty, staff and administrators. The Director defines, creates, and develops strategies for the design, implementation, and evaluation of programs that facilitate career development, professional development, leadership development, and continuous learning for all employees. Demonstrates a strong commitment to providing quality learning and innovation for all employees by creating a supportive environment that provides the highest quality of talent development services. The Director of POD is a lead resource and

coach to the HRDI leadership team on matters of employee and organizational development and collaborates with them to ensure that ongoing learning remains a strong focus for the division and campus. Ensures compliance with all training necessary for compliance with state and federal laws and regulations including, but not limited to, discrimination, sexual harassment, retaliation, Equal Employment Opportunity and Title IX of the Education Amendments of 1972 as amended. Continually reviews and evaluates practices, procedures, and protocols relating to staff education, professional development, and organizational processes that affect quality and makes recommendations on refinements and other upgrades as appropriate to meet needs. Responsible for leading the POD team and the training budget. Plans, oversees, and conducts in-house training and makes recommendations for appropriate external employee training opportunities.

The Director of POD performs needs analyses and reviews organizational resources to ensure that learning and development resources exist or are developed to support learning needs based upon projected skills and competencies, organizational changes, and other external factors, as well as the near and long-term goals of the organization. Plans, directs, delivers, and evaluates professional development and training for all employees as appropriate to the performance of their assigned duties. Works with all levels of management to determine core competencies required for key positions in the organization and identifies specific resources to ensure acquisition and maintenance of those competencies. Utilizes the same process for career pathing, succession planning and replacement charting of campus talent. Builds and maintains a library of resources that address frequently needed and/or required competencies of all campus positions. Maintains advisory and consultative relationships with people in subject matter expert areas/centers of excellence and key positions that provide input to or deliver training and development. Utilizes internal organizational knowledge base and internal resources such as Information Technology and Administration and Finance partners to create and/or oversee the creation of internal training, education and development alternatives. Designs, implements and leads organization-wide learning and development initiatives. Tracks training participation and provides a quarterly report of all training, training trends, identification of effective programs, as well as those that should be eliminated. Works with appropriate HRDI administrators to ensure compliance with Assembly Bill 1825 sexual harassment training, Title IX training and any other mandated training programs. Demonstrates sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of all employees and designs, develops or implements training with this in mind. Other duties as assigned.

Essential Qualifications:

The ideal candidate must have a bachelor's degree from an accredited institution of higher education in a related field. Requires a broad knowledge of human resource functions and five to ten years of management experience in a training, organizational development or educational function within an organization. Must possess outstanding leadership skills and the ability to plan and implement at the strategic level. Requires a strong commitment to service and personal accountability. Demonstrated knowledge of and experience in adult learning processes, instructional design techniques, and evaluation methodologies. Strong planning and project management skills with the ability to apply these skills in effective, collaborative, working partnerships within the HRDI division and across the campus community. Excellent oral and written communication skills, including group facilitation and presentation skills. Demonstrated

ability to build a strong, capable team which excels in excellent customer service and support. Must be results-oriented and passionate about lifelong learning.

Preferred Qualifications:

A master's degree from an accredited institution of higher education in a related field. SPHR, PHR or the ASTD Certification Institute's Certified Professional in Learning and Performance Certification (CPLP) certified. Active participation and/or member of ASTD (American Society for Training and Development). Knowledge of or the ability to facilitate instruments such as Myers Briggs. Expertise in performance evaluation systems and programs. Demonstrated success working in a public college or university of comparable size and complexity or experience from the private sector that provides significant management experience. Demonstrated experience in working effectively with a unionized workforce.

Special Working Conditions:

- Employment is contingent upon satisfactory completion of a fingerprint background check.
- Employee/applicant who submits an application for a position may be required to successfully complete job related performance test(s) as part of the selection process.
- Online application/resume must be received by electronic submission on the final filing date by 9:00 PM (Pacific Standard Time)/midnight (Eastern Standard Time). Applicants who fail to complete all sections of the online application form will be disqualified from consideration.
- The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Cal State Fullerton utilizes E-Verify program.

California State University Fullerton celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators and faculty thrive. Individuals interested in advancing the University's strategic diversity goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

CSU Fullerton is a comprehensive, regional university serving a diverse student population of over 38,000, including international students representing 81 nations. Located on a 240-acre campus in Orange County, it is a technologically robust and culturally vibrant area. Many of our employees enjoy the close proximity to the beaches and mountains for surfing, hiking and mountain biking. The University offers 55 undergraduate and 54 graduate degree programs, including a doctorate in education and a doctorate in nursing practice, in a rich diverse environment. *Diverse Issues in Higher Education* (July 2013) ranks the campus as 11th in the nation in terms of baccalaureate degrees awarded to minority students, and *Hispanic Outlook in Higher Education* (May 2013) ranks CSU Fullerton number one in California and eighth in the nation among top colleges and universities awarding undergraduate and graduate degrees to Hispanics. The University is proud to be designated as a Hispanic Serving Institution and as an Asian American and Native American Pacific Islander Serving Institution.

Lisa M. Sanchez, SPHR
Associate Vice President, HR, Diversity and Inclusion
lisasanchez@fullerton.edu

Cyber2Media is looking to hire an **HR/Payroll Assistant** with at least one year experience who will assist with general Human Resources activities and support services including payroll, recruitment-related functions, and benefits. ADP experience is preferred.

Key Responsibilities:

- Provide general administrative support to Human Resources Manager
- Responding to employee questions and requests
- Fax, copy, file, and distribute correspondence and other materials as needed
- Coordinate and manage specialized projects as assigned such as mailings, creating project binders, etc.
- Data entry of various H.R. Paperwork
- Auditing monthly invoices and preparation of various reports
- Assisting with the company's complete payroll processing, from collection of hours to input.
- Processing new hire paperwork, welcome packages to new employees, benefit packages, and training materials.
- Processing terminations and COBRA letters
- Oversees the execution of all job postings, employee screening, reference checks, and background checks

Required Abilities and Working Conditions:

- Excellent attendance
- Ability to plan and prioritize work
- Excellent customer service skills
- Excellent verbal and written communication skills in English
- Proficient in Word and Excel

Qualified applicants send resume to Berta at b@xyz.com
with salary requirement as a word document.

ValleyCrest Companies has merged with The Brickman Group forming the largest integrated landscape maintenance and snow service company in the country. Over the next 6-12 months HR will be working diligently to integrate both Companies onto one policy, workplace practices and HR systems platform.

Role 1: We are seeking one **HR Professional with Integration/Merger Experience**, strong project management backgrounds with deep knowledge of HR policies, employee relations and operations. AAP and E-Verify experience a 'huge' plus.

Role 2: Experienced HR Generalist to manage day-to-day HR functions including employee investigations, agency responses, internal and external audit oversight. Partnership abilities are critical; this role will be sought out as a trusted advisor on day to day employee issues and policy interpretation. Ideal candidate will be bilingual.

Both roles are temporary, six to twelve month assignments.

For more details, please send your resume to Rosanna Ortiz at rortiz@valleycrest.com.

HRIS Analyst

Northridge, California

HRIS Analyst will administer, develop and maintain the HRIS system. Reports to the VP Human Resources. The HRIS Analyst will develop and implement solutions for existing and new modules. The HRIS will ensure data integrity and safety and also provide reporting and analysis of HR data and information.

- Manages and develops data integrity protocols between HR, payroll, and IT. Monitors HRIS workflow and audits for accuracy to ensure data quality, consistency and standards. Ensures data follows regulatory and compliance legislation.
- Troubleshoot and resolve technical issues with software vendor. Analyzes current systems and recommends solutions to resolve problems or improve efficiency
- Writes and maintains a variety of reports using Ultipro reporting tools. Delivers reporting and analytics solutions appropriate to meet the needs of internal customers (ad hoc reporting tools, standard reports, executive dashboards etc.).
- Performs data analysis and reporting from various HR systems.

Job Requirements:

- BA/BS in Human Resources, Computer Science, or related field from four-year College or University; or minimum of (5) years of progressive Human Resources experience.
- PHR/SPHR preferred.
- Three to Five years of experience administering an HRIS with a strong preference for Ultipro Workforce or Ultipro Enterprise.
- Must have advanced knowledge of Human Resources procedures and processes to support the HR and payroll department's information systems.
- One to two years of project management experience preferred.
- Experience with the Software Development Life Cycle & methodologies, implementation, computing infrastructure, and Application Support Services delivery model & processes.
- Exceptional computer skills in Microsoft Word, Excel, Access and e-mail.
- Valid California Driver's License, reliable vehicle, automobile insurance and a clean driving record required.

Please call Rochelle Nitka, Recruiting Manager, BBSI
Rochelle.Nitka@bbsihq.com or (805) 987-0331

We currently have an opening for a highly skilled **Senior Benefits Administrator**. This position will be located in Valencia, CA.

Summary:

A primary aspect of the Sr. Benefits Administrator role will be to provide guidance to Wesco's multi-state employees, act as a liaison between vendors and employees and advise employees on eligibility, coverage, and other benefits matters. The Sr. Benefits Administrator compiles and maintains benefits records and documents, prepares finalized reports and ensures timely filing of plans for compliance purposes. Responsibilities include actively monitoring benefit database integrity, ensuring invoice accuracy, reconciling account discrepancies, and submitting timely payment requests on a regular and systematic basis.

This position will handle benefit calculations for the company's leave of absences, integration files with third party vendors, and the research of benefit inquiries along with other benefit-related responsibilities. The Sr. Benefits Administrator will participate in utilization reviews and the annual plan negotiation processes.

Under minimum direction, the Sr. Benefits Administrator will also be responsible for serving as a project lead in executing various benefit plans and programs and related initiatives, as directed by Human Resources management including research, design, and Employee Self-Serve (ESS) website construction or application upgrades, system testing and implementations. Developing effective employee and end-user training, through the utilization of the Wesco Intranet website or through the coordination of in-house workshops, is essential to this position, as well as a desire and dedication to provide quality education and assistance in the use of Wesco's benefit programs and systems.

Job Duties:

- Maintain a current "specialist" level understanding of Wesco's benefit plans and trends, program offerings, wellness initiatives and regulatory benefit requirements
- Disseminate current and accurate benefit information and guidance, as needed
- Audit, process, activate employee applications, benefit changes, updates or initiate benefit separation documentation, as applicable, on benefit provider web sites
- Regularly monitor all benefit web-based databases to ensure updates have been recorded and data integrity is maintained
- Complete or review 5500's or other appropriate data reports from benefit websites as required for mandatory recordkeeping purposes
- Serve as liaison with the third-party benefit administrators to provide prompt assistance to employees and/or dependents in resolving benefit issues, account corrections or emergency response needs
- Compile and/or provide data analysis to assist in resolving compliance matters, including periodic audits, regulatory filing requirements and employee census requests
- Assist with the design of HR Benefit website changes, upgrades, application of designs and inter-active tools for end-users and training modules and/or third-party benefit links

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- Maintain a positive working relationship with all third-party benefit administrators and partners
 - Assist in the coordination, facilitation, and communication of benefit Open Enrollment or education meetings for employees, as needed.
 - Produce and maintain periodic reports regarding benefit participation, employee premium deductions and current utilization of benefit plans for Payroll, Finance and benefit review purposes
 - Forward audited and appropriate employee premium deductions to Payroll and/or Finance, as requested
 - Track, record, monitor and report on all employee leave of absences, adhering to Federal and State regulatory compliance requirements and/or Wesco leave policies
 - Act as backup for Workers' Compensation claims administrator, perform OSHA reporting and follow up requirements, and evaluate and report the Company's ability to re-assess and/or accommodate disabled workers, as applicable
 - Review current methodologies, workflow, and procedures to improve the efficiency of the HR/Benefits department including implementations as needed
 - Create and run custom reports as needed

Education

- Requires a bachelor's degree in a related area or Certified Employee Benefits Specialist (CEBS) certificate is preferred

Experience

- Minimum of 5+ years of experience in benefit processing, including: high-level knowledge of leave of absence administration; relevant experience in Human Resources and Benefit Administration concepts, practices, and procedures to include managing and maintaining fully-insured and self-insured benefit programs is required
- Demonstrated ability to interpret, explain and instruct employees in the processes, procedures and the particulars of various benefit plans with "specialist-level" competency
- Demonstrated ability to work well within multiple levels of the Company and a diverse population of internal customers
- Proven ability to understand and collaborate with internal I.T. associates in the technology requirements and needs for the periodic HR intranet website applications and changes, required
- Proven understanding of benefit plan administration procedures and procedures
- Proven knowledge of the DOL, Federal and State employment laws, FMLA, CFRA, PFL, State Disability, Workers' Compensation and OSHA regulatory compliance
- Experience with administration of Microsoft Access databases preferred
- Experience with outsourced HR/Payroll solution (i.e. ADP, Oracle, Ceridian, PeopleSoft, etc.)
- Intermediate to Advanced MS Excel

Qualifications:

- Knowledge of and ability to apply information of the marketplace, developments and trends related to the Human Resources (HR) functions in various environments
- Knowledge of employee benefit programs, processes, issues and considerations; ability to design and implement benefits program
- Knowledge of federal, state and local laws
- Excellent organizational and time-management skills
- Clear and accurate data entry and documentation skills
- Strong follow-through and perseverance to handle multiple tasks simultaneously
- Excellent customer service skills with the ability to deal tactfully, confidently and ethically with internal customers and vendors
- Ability to think critically, solve problems, plan and organize activities, effectively communicate verbally and in writing and embrace new challenges.
- Analytical skills necessary to make decisions and resolve issues inherent in handling claims.
- Ability to successfully negotiate the settlement and disposition of claims including the ability to interpret related documentation.
- Ability to be detailed oriented and perform in-depth research, if required
- Ability to be cross-trained in multiple critical areas of the department
- Strong competency working with HRIS data systems and utilization of third-party websites; also Microsoft Office Suite, including Outlook and intermediate to advanced Word and Excel (i.e., spreadsheets, formulas, importing and exporting of files, as applicable) as required

Résumés can be sent to my contact below:
Sonia Cruz, Benefits/Compensation Manager
Valencia, California, United States
Email: Sonia.Cruz@wescoair.com
Web: www.wescoair.com

HR Specialist (Part-time)

We are a non-profit organization in Burbank with approximately 35 mostly part-time employees.

We are seeking a highly motivated individual to join us in a part-time capacity as the Human Resources Specialist. We anticipate you working in the office 2-3 days per week. Some telecommuting ok. Maximum of 19 hours/week. You will report to the President.

Responsibilities (include but not limited to):

- Partner with management to mitigate and/or resolve employee relations issues
 - Act as consultant to management and employees
 - Help establish efficient and consistent performance review process
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- Ensure compliance and legal requirements of HR
 - Process new hire paperwork and facilitate new hire orientation
 - Process employee terminations and separations
 - Handle employee inquiries and escalate as necessary (e.g. benefits, payroll, training, etc.)
 - Track and report on employee data (e.g. vacation time, payroll data, personnel files, etc.)
 - Maintain and update complete employee files
 - Learn and utilize HR database
 - Communicate company policies and provide recommendations on how to improve internal processes
 - Assist with the tactical side of the recruiting function (e.g. interview scheduling, applicant tracking, screening, reference checking, etc.)
 - Other duties as assigned

Requirements:

- 3+ years' experience in Human Resources (ideally in non-profit environment)
- Exceptional attention-to-detail
- Skilled in organizing and prioritizing competing time demand, follow through and ability to multi-task a must
- Excellent written and verbal communication skills with ability to effectively communicate and partner with all levels of the organization
- Strong understanding of Word, Excel, & PowerPoint
- Ability to adapt in a constantly evolving environment
- Self-motivated with a strong sense of ownership in areas of responsibility
- Understanding of the importance of confidentiality
- PHR or SPHR certification a plus
- Bachelor's degree (or equivalent experience)

We offer a generous benefits package that includes medical, dental, vision insurance, 403b, paid vacation time and paid sick time. We also provide a stable and professional work environment.

If you would like to become part of our future and are looking for a growth and longevity, then please submit your resume for employment consideration by email to job4hr@aol.com.

Looking for a **Payroll Analyst** for a financial company in Irvine

This is a permanent position and Salary range is between \$50-60K/year

- Must have experience processing payroll for 1,500+ employees
- Must have experience with ADP enterprise or other versions of ADP
- Must have excellent communication skills both verbal and written

Email me directly: Sy Hasan at sy.hasan@adeconna.com or www.adeccousa.com

Employment Manager

The Archdiocese of Los Angeles is seeking an experienced, highly motivated, innovative candidate with experience in multi-site recruitment, use of social media and creative recruitment sources, compensation analysis, and development/revision of job descriptions. You will be of service to the various ministries at the Archdiocese Catholic Center (ACC) ensuring top talent is placed and retained, up-to-date job descriptions are maintained, and work collaboratively with the Employment Manager for Cemeteries and other department staff. As compensation analyst, your focus will be on fair and just internal equity and new hire salaries in keeping within established salary grades and ranges. This position reports to the Director of Human Resources and will assist the Director as needed with employee relations, training, and special projects.

The ideal candidate will be responsible for:

- Building strong working relationships with co-workers and hiring supervisors within the ACC
- Working with the Communications office to create a presence on FaceBook, Twitter, LinkedIn, etc.
- Creating, implementing and administering electronic application, resume, application tracking systems, requisition chain of command, etc.
- Designing and implementing innovative onboarding/orientation process
- Sourcing and placing candidates utilizing creative/effective recruitment tools
- Meeting with hiring managers to determine department needs/skills/abilities/qualifications for open position(s) and determine best recruitment tools/sites, etc. to attract right type of candidate
- Developing/revising Job Descriptions with supervisors before recruitment process begins or as part of promotion, transfer, restructure process
- Conducting new hire orientations in English or Spanish
- Conducting salary surveys for recruitment, promotion, internal equity or adjustments as needed
- Assisting and representing the Director of Human Resources as needed

Qualifications

- Active member of a Roman Catholic faith community
 - Degree in Business
 - PHR or SPHR Certified a plus
 - Minimum of 3 years experience in Employment/Recruitment
 - Experience in Compensation Analysis
 - Experience in utilizing social media recruitment tools
 - Bilingual/Biliteral Skills (English/Spanish) preferred
 - Excellent customer service, oral and written communication skills
 - Proficiency in Excel, Word, PowerPoint
 - Supervisory Experience
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- Ability to travel within Archdiocese boundaries as needed

Submit cover letter, résumé and employment application to: employment@la-archdiocese.org.
You must include the title: HR-Employment Manager in your subject line.

Large tertiary hospital, part of a large network looking for a **Benefits Administrator** position with growth potential. [I have placed (2) directors with this facility recently and they are very happy with the moves they made.]

If anyone is open to hearing about this position please contact me directly.

Brian Polonsky, Sr. Healthcare Recruiter for Spectrum Recruiting Group
brian.polonsky@spectrumrecruiting.com
Office: 818-888-6881 Cell: 650-759-7725 Fax: 818-888-5883
5550 Topanga Canyon Suite 200, Woodland Hills, CA 91367

Our Client, a well-established wholesale/retail construction products company, located in the Los Angeles metro area, with sales volume in excess of \$250 million and poised for a major expansion is seeking a **Human Resources Manager**

- Human Resources Manager 60-80K + bonus
- Los Angeles metro location

KEY:

MUST have experience Recruiting Sales people and Account Managers; BS Degree. Experience working for an inventory driven business is ideal; multi location is a plus. Experience with implementing HRIS or other HR databases is preferred. Must also have strong working knowledge of Excel re “workarounds” done on spreadsheets. Highest priorities are recruiting and training, so candidates with such experience would be preferred; bi/multi-lingual candidates would be ideal, though not mandatory.

Additional significant requirements:

- Be advanced in Excel and PowerPoint
- Have managed at least 5+ direct reports [will supervise recruiting and admin]
- Have experience starting and/or transforming HR depts. to implement modern best practices (e.g., LEAN, Six Sigma)
- Be technology savvy (HRIS, ATS, LMS)
- Love data analytics/reporting and be metrics driven
- Have EEO and OSHA reporting experience

Requirements:

- Degree in Business Administration or a related field with a human resources focus and 10 years plus progressively responsible experience in human resources management, preferably in a distribution environment.
 - PHR/SPHR certification preferred
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- Ability to build teams, mentor staff, and communicate effectively with others within the organization.
 - Knowledge of state and federal employment laws, labor law, and a thorough working knowledge of workers compensation law.
 - Effective interpersonal communication (written and presentation), facilitation, and organization skills with a mind for detail and follow-through.
 - Demonstrated ability to develop project timelines and manage projects and tasks.
 - Diverse knowledge of employee benefits and pay for performance programs.
 - Ability to travel as 6-8 times per year, sometimes on short notice.
 - Sound evaluative, decision-making, and negotiating skills.
 - Strong experience with talent pool development, organizational design, project management, and group facilitation.
 - Strong leadership, business acumen, influencing, and consulting skills required

Contact: Rick Manning, F.E. Manning Associates, 818.832.3249; rm@femanning.com

Compensation Systems Professional

The Aerospace Corporation has provided independent technical and scientific research, development, and advisory services to national security space programs since 1960. We operate a federally funded research and development center (FFRDC) for the United States Air Force and the National Reconnaissance Office and support all national security space programs. We also apply more than 50 years of experience with space systems to projects for civil agencies like NASA and the National Oceanic and Atmospheric Administration, commercial companies, universities, and international organizations in the national interest.

From our inception, our highly skilled technical staff has focused on ensuring the success of every mission and developing the most effective and economic space-related hardware and software in the world. Our greatest asset is the technical expertise of our people. Our state-of-the-art laboratory facilities are staffed by some of the leading scientists in the world.

We are seeking a Compensation Systems professional to apply analytical and technical expertise in support of the HR compensation system; to provide a compensation view in creating more efficient use of HR resources through tracking, automating and streamlining processes, assist in communicating HRIS and compensation programs at all levels of the organization; maintain accurate record keeping and updates of information to ensure compliance and data integrity in the HRIS compensation system to include regular communication with third party compensation partners; provide statistical reports and required correspondence on a regular basis; serve as a technical resource to managers and to other Human Resources staff on compensation, compensation system, and HRIS matters.

- Conducts research to understand industry and organization-specific issues on compensation and rewards. Maintains up-to-date knowledge of industry best-practices and makes recommendations for improvement internal compensation practices.
- Researches, gathers and analyzes data to determine the appropriate salary level and job title for existing and proposed positions.

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- Conducts market pricing, determines peer group selection, conducts survey analyses, interprets salary data, and completes special research projects.
 - Maintains current job descriptions/classifications in the Success Factors system, regularly audits positions.
 - Reviews managers' requests for job reclassification and makes classification/pay grade recommendations. This includes reviewing job descriptions/classifications, conferring with managers, evaluating jobs and making recommendations on appropriate pay grade level with consideration for internal equity. Prepares written reports on findings.
 - Communicates with stakeholders regarding the result of the review.
 - Anticipates future needs of compensation customers and helps to create strategic HR working relationships.
 - Reviews new positions in anticipation of recruitment to ensure appropriate classification.
 - Modifies and creates new descriptions which accurately reflect current roles, responsibilities and requirements.
 - Reviews and recommends salary placements for new hires as requested.
 - Champions compensation survey participation and analysis with vendors, local jurisdictions, peer companies, and other groups to gather and maintain current market data for current positions.
 - Updates, configures and maintains the Success Factors information system, including specific system parameters to match Aerospace business needs, for performance and promotion increases, annual compensation merit reviews, and reward programs.
 - Coordinates audit functions with essential staff.
 - Manages the system requirements for the total rewards and compensation program.
 - Develops policies and practices for internal HR staff regarding system entries and coordinates appropriate audits.
 - Seeks out opportunities to improve system and streamline compensation processes.
 - May participate in or lead cross-functional teams working to improve compensation-related systems and processes
 - With Benefits representative, develops annual statements identifying the total value of wages and benefits.
 - Communicates the value of the total rewards statements to all employees.
 - Develops routine documentation, testing, reporting, enhancements and upgrades of the Success Factors compensation module with HRIS, EIS and third party vendor.
 - Provides training on the Success Factors compensation module for managers and HR staff.
 - Provides budget support to leadership.

Required:

- Bachelor's degree in Human Resources, Business Administration, Computer Science or related field with six (6) or more years of experience administering and using HRIS and

compensation systems, preferably in a non-profit or public sector setting; OR a combination of education and experience.

- Strong computer skills, including Microsoft Office Suite with expertise in Excel.
- Experience administering HRIS systems, preferably Success Factors, including uploading user data and market data; creating and configuring compensation plan templates; creating eligibility rules, budgets and guidelines for salary and bonus programs; creating and updating permissions.
- Knowledge of compensation principles and practices with exposure to varied compensation systems and methodologies.
- Strong critical thinking skills and the ability to: gather, analyze and organize data using a logical and systematic process. Ascertain relevant and irrelevant data when conducting analytical work. Visualize and articulate problems and concepts in a systematic manner. Recognize patterns and issues in sets of data. Identify obstacles impeding project progression.
- Ability to present ideas in a business-friendly language and tailor communications, formal or informal, to the audience.
- Excellent interpersonal, verbal and writing skills are required.
- Excellent organizational skills and ability to manage and execute tasks in a high pressure environment
- Strong attention to detail.

The Aerospace Corporation is an Equal Opportunity/Affirmative Action employer. We believe that a diverse workforce creates an environment in which unique ideas are developed and differing perspectives are valued, and that produces superior customer solutions. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, gender, gender identity or expression, color, religion, national origin, sexual orientation, protected veteran status, or disability status.

To Apply, Contact:
Mary C. Melton, CCP, CBP, Staffing Specialist
The Aerospace Corporation, www.aerospace.org
310 336-5997 or 310 336-7933 FAX
mary.c.melton@aero.org

Senior Human Resources Business Partner

Location: Rancho Dominguez, CA –HR West Coast/Brazil Territory
Reports To: Vice President of Human Resources

Summary:

The role of the Senior HR Business Partner (SR HRBP) is an integral part of our business organization by developing effective working relationships, influencing, challenging the management team on their personal style and the development and delivery of their people plans in support of the achievement of the business area and HR strategies. This position is

however as much hands on as it is strategic. This successful candidate must be bi-lingual with fluency in Spanish. Portuguese language skills are a plus.

The HR Central Territory consists of 16 plants around the US, Brazil and Mexico. Travel in the domestic US/Mexico will be prevalent (50%) with minimal travel to Brazil (as needed).

Requirements (Qualifications & Skills):

- Education – Bachelor Degree Required, Master preferred, PHR preferred
- Experience necessary – 8 to 10 years in human resources management role
- Bilingual, must be fluent in Spanish
- Portuguese language skills a plus
- Substantial HR experience (operational and strategic)
- Proven track record in successfully dealing with complex employee relations issues
- Proven ability to develop a good understanding of business issues and how to identify and deliver HR interventions and solutions to meet business needs
- Experience of successfully developing, leading, and implementing strategy and policy across organizations
- Previous experience of managing teams toward high performance
- Previous experience in a Business Partner role
- Language Skills - Must be able to communicate effectively orally and in writing
- Physical Demands – Must be able to sit for prolonged periods. Travel to and from plants is a necessity. Ability to function in an industrial and office setting
- Work Environment – Ordinarily an office environment however there are periods of time where the individual may have to spend time in heat, noise, cold, etc., of industrial shop
- Travel: Must be able to travel extensively, up to 50% of scheduled work hours. Overnight travel is routine
- Support staff in facilitating their development by equipping them with appropriate tools and knowledge to effectively manage their people in line with their people plans e.g. performance management and succession planning
- Provide support on the research, design, and development of HR initiatives in support of the HR strategy, using expert knowledge of the business and employee relations.
- Facilitate the creation of an implementation and communication plan into the local business area that achieves the agreed deliverables
- Provide both transformational advice on change management, initiatives, organizational/departmental restructures/job role design/outourcing/ redundancy situations in order to improve cost and efficiency, clarify accountabilities and empower delivery of great customer service
- Identify short, medium, and long term resourcing issues. Build and maintain the local manpower plans, challenge management on new roles, replacements, recruitment, and retention strategies

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- Embed a performance management culture within the business as means of driving business improvement by ensuring clear objectives, feedback and the improvement of customer service through behaviors aligned with our values
 - Contribute to the development of a wider HR strategy and work closely with the VP of HR to ensure cohesive and coordinated services across the business
 - Support the business with management development of their people, providing advice, guidance, and training.
 - Assist with development plans and work with the business area to establish and introduce systems that identify employees with high potential, develop career paths in consideration of key roles for succession planning and self-development
 - Recruit, lead, train, motivate, develop, and empower team members in accordance with Group HR policies and procedures.
 - Develop and maintain appropriate and effective communication with staff and service users on all matters relating to local legislation and regulations

You may apply via e-mail.

Send your CV with a cover letter and salary expectation using the contact options below.
 Attention: Jill Long | jill.long@bodycote.com | Phone: 001 708-307-0086 | www.bodycote.com

Seeking an HR Generalist [Bilingual in Spanish] that have worked in a manufacturing environment and are looking for work.

Heidi Cunningham | Business Development Manager, cunniha@kellyservices.com
 W: 714.861.2108 Ext.218 | M: 310.962.3811 | F: 714.861.2107
 5000 E. Spring Street, STE 430, Long Beach, CA 90815 www.kellyservices.com

Strategic Sourcing Manager- Technology (Sony Pictures Entertainment, Culver City)
 This position initiates and manages strategic procurement activities, outsourcing opportunities, and contract negotiations to reduce Total Cost of Ownership (TCO) and improve profit for Sony Pictures Entertainment Inc. (SPE). The Commodity Manager - Technology will work primarily with SPE's IT and other Technology-related functions to provide products and services across all SPE business units both domestic and international. The ideal candidate will have strong experience with strategic sourcing and procurement of Technology products and services and a track record of working successfully with senior management, legal and financial representatives of SPE to deliver measurable savings and results.

Core Responsibilities:

- Develop and implement sourcing strategies in various technology product (e.g. desktop, laptop, server, storage, network and telecommunication), service (e.g. application development and maintenance, help desk, etc), and cloud-solution (e.g. Software-as-a - Service and Infrastructure-as-a-Service) categories to reduce TCO, cycle time and improve quality:
 - Market Research: Proactively monitor and understand the market and identify opportunities resulting from new product offerings and/or market shifts (e.g., exit or entry of suppliers, changes in pricing, etc.).
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- **Project Management:** Initiate and manage strategic sourcing projects across multiple business units across SPE or Sony. Manage projects and drive TCO reduction – from development of opportunity and planning to delivering results within timeline
 - **Analysis, RFP, RFQ, RFI:** Develop and manage Requests for Proposals, Quotes, and Information including the collection of requirements, management of bidder communications, and analyze bid responses.
 - **Negotiation:** Negotiate and draft enterprise wide agreements that minimize financial and business risk exposure and provide optimal terms and conditions. Understand and negotiate business specific legal terms and conditions and explain them to clients in an easy to understand manner.
 - **Baseline and Savings Measurement:** Quantify the baseline value of goods and services being sourced, the value of negotiations, and the final change in total cost of ownership.
 - **Tangible Results:** Successfully own and deliver savings goals/targets from planning/inception through realization of benefits.
 - **Manage and develop internal relationships** with clients and stakeholders throughout SPE's various business units and coordinate sourcing strategies, opportunities and requirements with other Sony entities (Electronics, Music, Playstation, etc.).
 - **Manage external supplier relationships and agreements** in areas including:
 - **Develop and manage the supplier base** with input from internal clients.
 - **Manage ongoing outsourcing contracts** including involvement in client status meetings and contract performance measurement.

Skills: The candidate must be a self-starter who is able to work independently and pro-actively identify potential areas for sourcing and have demonstrated:

- High personal integrity and ethics
- Strong interpersonal and communication skills
- Ability to effectively manage senior-level client relationships
- Strong MS Office Suite skills required (including, Word, Excel, PowerPoint, Access, Outlook, Project and Visio)
- Ability to negotiate strong pricing, business and legal terms and draft them into contracts with minimal legal support.
- Ability to influence others and to act as a change agent within their department and company

Education:

- Undergraduate Degree in Engineering, Computer Science, Finance or Business and CPM/CPSM or other similar certification preferred.

Qualified candidates please send résumé in Word format to: todd@deforestsearch.com.

Commodity Director for Marketing Sourcing (Sony Pictures Entertainment)

The Commodity Director for Marketing Sourcing will work with various domestic and international Sony Pictures Entertainment Inc. (SPE) departments to assist with the strategic

sourcing of marketing-related goods and services. The ideal candidate has strong strategic sourcing/procurement experience, has great interpersonal skills as well as experience in sourcing marketing categories specifically. The candidate must be a self-starter, able to work independently and capable of and excited to define and expand their role. It is desirable for the selected candidate to take on a leadership/management role within the marketing sourcing team, so prior experience managing employees is strongly preferred.

Core Responsibilities

Proactively develop and implement strategic sourcing projects in marketing commodities:

- Develop and implement commodity sourcing plans/strategies across marketing commodities including but not limited to: media planning and buying, marketing print, creative, social media, advertising, digital media, promotional items, publicity and events, market research, etc.
- Develop and manage Requests for Proposals, Quotes, and Information for large, strategic spend commodities including the collection of requirements, management of bidder communications, review and summarization of bid responses, stakeholder meetings, savings calculations, etc.
- Negotiate and draft large enterprise wide agreements that minimize financial and business risk and provide optimal terms and conditions.
- Assess and report cost savings, cost avoidance, time efficiencies, improved product quality, etc.
- Coordinate sourcing strategies, opportunities and requirements with other Sony entities (Electronics, Music, Playstation) as required.
- Develop and manage internal relationships with marketing stakeholders throughout SPE's various business units.
- Develop and manage external supplier relationships and agreements.
- Continuously identify opportunities for savings, process improvement, supplier and internal client relationship management.

Required Experience:

- Minimum of 7 years of experience in marketing-related sourcing.
- Strategic Sourcing expertise in: identifying sourcing opportunities, performing/reviewing spend analysis, developing sourcing strategy, project management, development of RFX documents, contract negotiation, contract management, supplier benchmarking, contract compliance.
- Experience in negotiating domestic and international service agreements.
- Experience in drafting large marketing and/or outsourcing agreement.
- Experience managing employees (Strongly Preferred)

Education:

- Undergraduate Degree (Required)
 - Business/Finance/Marketing related degree (Preferred)
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- CPM/CPSM/FCCM or other similar certification (Preferred)

Skills:

- MS Office Suite skills (including, Word, Excel, PowerPoint, Outlook) (Required)
- Proficiency in sourcing skills and procure-to-pay functions
- Has a good understanding of media planning and buying (traditional and digital), television and theatrical marketing research, marketing print services, creative services, social media, advertising, digital media, promotional items, publicity and events, etc.

Attributes for Success:

Self-starter - Strategic thinker - Effective communicator - Organized and effective multitasking - Dynamic manager - Learn quickly and apply knowledge - High personal integrity and ethics - Effectively manage relationships - Make decisions quickly and effectively - Logically and tactfully manage issues and conflicts - Able to influence others - Flexibility to learn and to work in a variety of commodities

Qualified candidates please send resume to: todd@deforestsearch.com.

HR Administrator- Diversity & Inclusion

12 Months Contract to Hire in Downtown Los Angeles

Start: ASAP

Pay Rate: 37 - \$43/hour

Core responsibilities will include, but will not be limited to:

- Development of employee programs to educate, engage and inspire employees through projects such as town halls, open houses, and
- conferences helping to create the agenda to execution of the program
- Assist with leading cross functional recruitment outreach programs and projects to brand and recruit candidates
- Create highly visible presentations and reports for executive audiences
- Contribute to the analysis, tracking, measuring and reporting process of workforce demographics and diversity initiatives
- Research and coordinate awareness, education, development, and communication projects and plans
- Conduct research, analyze best practices and provide information, advice and recommendations
- Coordinate youth oriented career development and work study programs in multiple locations, if needed
- Provide support to other departmental activities and initiatives as assigned by VP, Diversity & Inclusion and MD, Executive Diversity

Qualifications

- Requires a minimum of 1 year+ experience in Diversity & Inclusion and/or Affirmative Action or equivalent proven project management experience
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- Requires 7+ years relevant experience in Human Resources (e.g., HR Programs, HR Business Partner/Generalist, Talent Acquisition & Staffing, Talent Management, Organization Development, and/or Employee Relations)
 - Experience working for a large for profit organization preferably with a geographically dispersed employee base
 - Proven program and project management experience
 - Demonstrated strong quantitative, analytical and research skills
 - Strong computer skills utilizing PowerPoint, Excel, Word, and preferably exposure to Access
 - Experience in creating standard reports for management
 - Ability to think systemically and critically
 - Solid business acumen and strategic thinking skills
 - Demonstrated problem solving and decision making skills
 - Must be able to exercise sound independent judgment, tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
 - Capable of establishing rapport with employees and management at all levels
 - Natural aptitude to build relationships with diverse populations
 - Excellent interpersonal, verbal and written communication skills
 - Ability to represent company at various evening and weekend events, if needed
 - Bachelor's Degree or equivalent in Human Resources, Organizational Development, Business Administration, or related field

Andy Ballantyne, Sr Technical Recruiter, 800-732-4680 x709
Partners Consulting - A Calance Company

Please send your resume file using the following link:

<http://jobs.calance.com/bcsijobs.nsf/sub?create&job=22394&r=andy-ballantyne&s=CandDb>

Rincon Consultants, Inc. is a highly qualified professional consulting firm comprised of environmental scientists, geologists, biologists, planners, soil scientists, wetland scientists, GIS professionals, LEED accredited professionals, and visual information specialists. We provide a wide range of services in environmental impact assessment, urban planning, soil and groundwater assessment & remediation, and biological resources. Focusing on California's unique and challenging regulatory and policy environment.

We are seeking a dynamic, self-driven, and detail-oriented professional for an **HR/ Payroll Coordinator** opening to join our team in the Ventura, CA office. This is an excellent opportunity to become part of a highly talented professional team and to help grow Rincon's practice in the Central Valley and Statewide.

Recognized as a "Best Places to Work" in 2009, we invest in our employees through competitive salaries, benefits and incentive programs designed to further the professional development of each employee in line with the firm's business goals and needs.

Under general supervision, this positions primary responsibility is to support the human resources department by preparing/processing in house payroll; screening applicants, orienting new employees: administering employee benefit programs and supporting other HR functions as needed

RESPONSIBILITIES:

Human Resources

- Assist with recruitment functions, which may include:, job postings, interview scheduling, screening applications, processing background checks, conducting reference checks, offer letter preparation and new employee paperwork Assist with new employee orientation by providing orientation information packets: reviewing company policies: gathering withholding and other payroll information: explaining and obtaining signatures for benefit programs
- Assist with coordination and processing of benefit enrollment and changes for employees
- Respond to and route employee questions and concerns
- Personnel file maintenance
- Special HR projects as assigned

Payroll

- Manage workflow to ensure all payroll transactions are processed accurately and timely
- Enters all timesheets into QuickBooks
- Reconcile payroll prior to transmission and validate confirmed reports
- Updates payroll records by entering changes in exemptions, insurance coverage,
- department transfers, promotions, and address changes
- Provides the highest level of customer service to employees through the
- assistance and resolution of payroll issues
- Resolves payroll discrepancies by collecting and analyzing information and
- making any changes if appropriate
- Processes involuntary deductions such as tax levies and garnishments in
- accordance with federal and state regulations
- Performs other duties as assigned or apparent

Experience and Skills:

- Must have at least 2-3 years of payroll experience and HR related experience
 - Experience with in house payroll processing.
 - Experience with QuickBooks Enterprise preferred.
 - PHR certified preferred.
 - Proficiency in Microsoft Word, Excel, Outlook, PowerPoint.
 - Working knowledge of payroll best practices.
 - Strong knowledge of federal and state regulations.
 - Strong work ethic and team player.
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- High degree of professionalism.
 - Ability to deal sensitively with confidential material.
 - Strong interpersonal (verbal and written) communication skills.
 - Ability to communicate with various levels of management.
 - Decision-making, problem-solving, and analytical skills.
 - Organizational, multi-tasking, and prioritizing skills.

Please apply by visiting us at www.rinconconsultants.com, then go to the Career tab.

I have been asked by an associate to share an opening for an Interim, **Sales Trainer** (Training, Learning, and Development) with a client company based in West Los Angeles, CA.

Company: Private Equity Owned

Industry: Internet (Serving the Healthcare Space)

Location: West LA

Duration: 3+ Months (Strong Potential to Extend to 4-6 Months)

Responsibilities & Requirements:

- In partnership with the GM and VP, Sales; develop and roll out a comprehensive and scalable Sales Training program (Top priority and full focus of the role initially).
- Create a short and long term learning and development plan for the sales team as well as the corporate staff.
- Requires previous experience developing a Sales Training Program.
- Experience in Healthcare, Insurance Provider or a service based industry a plus but not required.

Angela Anderson, Director, Talent Acquisition MB Interim Leaders
(A McDermott & Bull Executive Search Company)

2 Venture, Suite 100, Irvine, CA 92618

Phone: 949.529.2677 | anderson@mbinterim.com | www.mbinterim.com

Grifols is seeking a Benefits HR Associate II (Req#2014-14675) and a Corporate Training Specialist (Req#2014-14962).

If you know of anyone interested, please have them apply at www.grifolsusa.com or click the links below.

Benefits HR Associate II (2014-14675)

<https://careers-grifols.icims.com/jobs/14675/benefits-hr-associate-ii/job>

Corporate Training Specialist (2014-14962)

<https://careers-grifols.icims.com/jobs/14962/corporate-training-specialist/job>

Start-up company with approximately 20 employees and growing quickly. This is a modern company with a great work environment. Searching for an **HR Manager** who will develop

policy, direct and coordinate HR activities, set HR strategic objectives, performance review, recruiting, employee relations and partner with senior leadership team.

This position has no direct reports and the individual must be very hands-on. This is a full-time, regular, direct hire position.

If you are interested in learning more, please forward your resume to:
Pat Jacobs, Pat.jacobs@advancedpersonnelprofiles.com

HR Director/Total Rewards - Manhattan Beach

Pre-IPO company working for the one of the best, smartest, most honest, direct fabulous people I know in the HR field. - Paying \$100-130k plus bonus and equity.

We are looking for an exceptionally motivated and intelligent person to come in and focus on creating a Total Rewards Program, for a hip, pre-IPO, fast moving "internet feel" organization. This role will start by focusing on assessing the organizations need for systems, Benefits plans and Compensation. We want this individual to ask questions like if we have a yoga studio and encourage people to use it how will that impact our Benefits costs. OR we have a portion of our population that will soon enter motherhood, how do we make sure this group is taken care of through maternity/paternity leave etc. This person must be creative and analytical.

Honestly one of the best opportunities I have seen in a long time!

Robin Levitt, President, 4D Executive Search
16255 Ventura Blvd. Suite 1012, Encino, CA 91436
robin@4dexecutivesearch.com or 818.528.6762 W or 818.253.1150 C

Benefits Manager - Orange County

Target salary 110k-Professional Services

We have an awesome client with an exceptional culture of professionalism and tenure. We are looking for a passionate Benefits expert to join the team and operate within a white glove service environment. We are looking for someone to come in with an opinion but not the need to fully rebuild programs bc the existing programs are great. Ideas are welcome, passion is a must and a sole focus in benefits is key as well. Professional services experience is a plus but not a must. A four year degree is a must!

Robin Levitt, President, 4D Executive Search
16255 Ventura Blvd. Suite 1012, Encino, CA 91436
robin@4dexecutivesearch.com or 818.528.6762 W or 818.253.1150 C

I have a new opportunity at a company in Marina del Rey (moving soon to west L.A.) Corporate office of a health and wellbeing related company is seeking an experienced **HR Generalist/HR Manager** to support their growing human resources department.

The position will be responsible for:

- Processing new hire paperwork

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- Managing employees within their HRIS system
 - Updating and writing job descriptions
 - Coordinating interviews with applicants
 - Maintaining and updating personnel policies and procedures
 - Preparing and processing termination packets
 - Preparing and processing LOAs

To be considered for this opportunity, you must meet the following criteria:

- 3+ years of human resources experience
- Familiarity with California Labor Laws
- PHR certification is a plus
- Excellent organizational abilities
- Strong communication skills
- Advanced Microsoft Office skills
- Ability to adapt and work within a fast paced environment
- Experienced with ADP, LMS & ICIMS is a plus

This company offers competitive pay and full benefits, as well as the opportunity to contribute and make a difference.

If interested, please send résumés to Scott Rosen, scott@jhccs.com

Recruitment and Staffing Specialist

Posey Company in Arcadia, California

The Posey Company is a leader in the Medical Device Industry and has over seventy years of outstanding quality and service to customers. The Posey Company manufactures over 600 products around the globe. Since 1937, Posey has developed products that place patient safety at the center of the circle of care. Today, Posey's legacy continues, providing comprehensive product solutions that support caregivers' efforts. Every Posey product engineered and manufactured by our dedicated team continues the tradition of quality product and patient care. Posey is an EEO/AA/Diversity/Protected Veteran Employer.

The summary of the key responsibilities of the position are:

- Partners with hiring managers to build and sustain effective recruitment processes
 - Leads recruitment efforts and staffing strategies that reduce time to fill, cost of hire and other key recruitment metrics
 - Determines most effective recruiting sources, using internal and external resources, databases, internet and social media to source top quality candidates
 - Recommends and implements strategies to address hard-to-fill positions
 - Monitors and reviews salary benchmark data to assure pay rates are competitive in industry/region; guides managers on appropriate starting salaries considering internal and external factors
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- Builds a robust pipeline of candidates
 - Explore ways to leverage the Posey brand in recruitment efforts
 - Stays abreast of recruitment and talent acquisition best practices and tools
 - Ensures compliance with OFCCP/Affirmative Action requirements
 - Actively participates in the development and implementation of a capability planning/talent management process to ensure the organization can meet current and future needs of the business

A summary of the requirements for this position are:

- Minimum of 8 years full-cycle recruiting experience, with direct experience filling positions at all levels (hourly to VP), including strong skills in internet sourcing and utilizing social media; proven track record of building a robust candidate pipeline
- Bachelor's degree preferred; professional HR certification a plus
- Experience recruiting within the medical device, pharmaceutical or other FDA governed industry is required
- Strong verbal and written communication skills
- Ability to work under tight time constraints; strong organizational and time management skills
- Knowledge of state and federal labor law; experience with Affirmative Action requirements and reporting

Competitive salary and benefits package. To apply on-line for this position (and to view a complete job description), visit the company's website at: www.posey.com/careers.

Qualified candidates can also e-mail a copy of their resume to bmedina@posey.com.

Human Resources Executive

We are looking for a Human Resources leader who will focus on creating a Human Resources organization that performs as a partner to the business. The Human Resources Executive is a key leadership role that will collaboratively assist in the drive for continued successful growth of TUI through organizational and operational change. As a member of the executive leadership team, this person is expected to contribute to the overall strategy with a broad business perspective while building processes to attract and retain top talent and drive performance excellence and organizational effectiveness. The successful candidate will act as a strategic business partner to the organization and will have demonstrated skills to both directly and indirectly enhance the overall effectiveness of the organization.

This individual is responsible for all aspects of HR including talent acquisition, compensation, employee relations, corporate compliance, training, talent management, policy and procedures and employee benefits.

Specifically the Human Resources Executive will be responsible for:

- Developing a keen understanding of the company culture, business goals and operations while executing organizational initiatives in support of these strategies.
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- Helping the CEO/President build a culture of quality, customer service, executional excellence and continuous improvement within the company.
 - Being a trusted advisor and business partner to the company's senior leaders, functioning as the expert on people and organizational issues and providing guidance on managing complex and sometimes-sensitive employee relations matters.
 - Quickly establishing credibility and building excellent working relationships with key executives/functions throughout the company
 - Partnering with key organization leaders to identify current and projected talent needs and gaps and execute plans to identify, attract, develop and retain people.
 - Developing a combination of programs to address training and development, succession planning and change management.
 - Ensuring that rewards programs (compensation, benefits and incentive plans) and practices are competitive with appropriate market practices and aligned to the company's goals and stages of growth.
 - Designing metrics to measure ROI, effectiveness and results of the HR function and use findings to improve outcomes and maximize results.
 - Building and/or streamlining HR administrative processes to increase department efficiency.
 - Effectively managing the HR budget.
 - Overseeing the HR staff.

SPECIFIC EXPERIENCE:

- Must have a minimum of 10 years of progressive Human Resources Management experience with significant experience in a senior generalist role and should include most recent experience within a highly regulated industry such as Education, Healthcare, Financial Services or Insurance.
- Functional responsibilities must have included compensation, benefits management, training and development, employee relations, organizational development, staffing/recruiting, legal compliance, performance management, and change facilitation.
- Must have developed corporate human resources strategies and implemented comprehensive human resource policies.
- Demonstrated success in building collaborative, high performance teams characterized by hands-on, results orientation.
- Bachelor's degree in related field is required. Relevant Master's degree is preferred.
- PHR or SPHR Certification is preferred.

To apply please click here: <https://home.eease.adp.com/recruit/?id=10007101>

Benefits and Leave Administrator

The Benefits and Leave Administrator will develop and manage the Trident University employee benefits program to include welfare and retirement benefits along with employee leaves of absence (FMLA, CFRA, PDL, Workers Comp, etc.) and disability administration. Oversee benefits module of HR/Payroll system and ensure proper procedures are in place. Provide

counsel and advice to employees and managers regarding benefits and disability management. Ensure cost effectiveness, market-competitiveness, and consistency of benefits program with the university's overall strategic plans and objectives. Coordinate the preparation and implementation of communication and educational materials. Conduct, review and analyze market benefit surveys and take a leadership role in the development of new or revised benefits programs and policy recommendations. Oversee benefits administration including enrollments, billings and reconciliations. Research complex, non-routine problems and develop recommendations for resolution. Support annual external audit of retirement plan, annual preparation of welfare and pension 5500 tax filings, and act as a liaison with benefits broker. Prepare and submit data for workers compensation renewal and oversee claims administration by carrier. Ensure compliance with state and federal laws and regulations, contractual arrangements, and university policy. Also perform other HR generalist duties as assigned including development and administration of staff and supervisory training programs, provide research support on compensation projects, and triage routine employee complaints. Provide support to payroll processing and HRIS tasks performed in the department and cover in the absence of the HR Operations Administrator.

Duties and Responsibilities:

- Manage the evaluation, planning, and administration of the University's various strategic benefits objectives, and oversee the development and implementation of changes and improvements to benefits programs, as appropriate
- Develop benefits proposals and interact with insurance carriers and third party administrators on the administration of contracts or other agreements involving employee benefits.
- Respond to and resolve employee concerns regarding university benefits programs; advise, approve, or deny requests for exception.
- Ensure that development and execution of administrative policies governing employee benefits are in compliance with all local, state, and federal regulations.
- Maintain open communications with faculty, staff, providers, insurance carriers, and other constituent group.
- Process all documents necessary for implementation of various benefits programs and maintain such records as required for compliance with ERISA, COBRA, HIPAA and other applicable regulations.
- Inform, give advice, and counsel management on trends and current developments in the field of employee benefits.
- Participate in the development, implementation and maintenance of policies, objectives, short and long-range planning; develop and implement projects and programs in benefits and across Human Resources as assigned.
- Administer employee leaves of absence and disability management, including FMLA, CFRA, PDL, SDI, PFL, Workers Compensation, etc. Ensure compliance with state and federal regulations and university policy.
- Participate in the development and administration of employee and supervisory training programs, including Ethics, Sexual Harassment, Timekeeping, Interviewing, Search and Selection, etc.
- Assist with the research and analysis of broad scale compensation projects.
- Provide triage and support for employee relations complaints

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- Provide support to payroll processing and HRIS tasks and provide coverage in the absence of the HR Operations Administrator.

Position Requirements:

- Bachelor's degree or equivalent combination of education and experience.
- Approximately 5 – 8 years of experience in the field of employee benefits administration, preferably experience in welfare plans, 401(k) plans and leaves.
- Proven knowledge of employee benefit principles, practices, procedures and documentation.
- Knowledge of state and federal laws pertaining to employee benefits, COBRA, FMLA, CFRA, IRS Section 125, and 401(k).
- Experience in administering a defined contribution benefit plan preferred.
- Experience in using computerized HRIS system, preferably ADP.
- Knowledge of insurance carrier procedures and requirements.
- Experience in implementation and administration of open enrollment programs.
- Experience in gathering data, compiling information, conducting evaluative and analytical review and preparing reports for management review.

Experience Preferred:

- Experience working in higher education.
- Experience with third party insurers.
- Experience with payroll processing.
- Experience utilizing HRIS systems.
- Experience in compensation analysis.

To apply please click here <https://home.eease.adp.com/recruit/?id=9994211>

Compensation Analyst

Demand Media (NYSE:DMD) informs, entertains and connects millions of people every day. Through a portfolio of vertical web properties reaching more than 100 million monthly visitors, a global network of digital partners, and a breakthrough content studio, Demand Media publishes what the world wants to know and share. Join the company that is shaping the future of media – how it's created, consumed and shared!

We work in a fun, collaborative environment that is as diverse, adventurous and open-minded as the content we create for the world. We encourage all of our employees to learn and grow personally and professionally so they can assume greater responsibilities and advance their careers.

We're looking for ambitious, driven, self-starters who want to be on the leading edge of innovation in online media and technology. This position is located in Santa Monica, CA.

Responsibilities:

- Compiles analysis of jobs, hourly wages, salaries, incentives, and stock in order to present to management for use in analyzing external competitiveness, and legal compliance of the organization's pay practices
 - Performs staff support activities to administer compensation policies and programs
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- Develops and/or participates in compensation surveys
 - Audits jobs for content and prepares job descriptions reflecting job responsibilities, activities, duties, and requirements
 - Helps implement and administers compensation programs
 - Reviews existing and proposed statutory requirements governing compensation administration and provides analysis to management
 - Maintains the highest level of confidentiality, discretion, ethical conduct, and professionalism with regard to Demand Media

Requirements:

- Bachelor's Degree preferred or equivalent education in compensation theory and practices and/or finance
- Two or more years of experience in compensation analysis. Financial analyst experience is a plus.
- Working knowledge of compensation legal and regulatory environment
- Strong analytical skills, detail oriented and able to meet deadlines
- Demonstrated organizational and interpersonal communication skills
- Ability to work effectively with people at all levels of the organization
- Ability to prioritize multiple tasks efficiently while maintaining a high level of skill and accuracy.
- Proficient in Microsoft Word and PowerPoint. Expert in Microsoft Excel.

To apply please click here: <http://www.demandmedia.com/about-us/jobs/openings/?jvi=obcWYfw1,Job>
