

Human Resources Manager

Job Posting

Position Summary:

The Human Resources Manager develops, guides and manages the FAIR Plan's policies and programs ensuring regulatory compliance, dispute resolution and employee relations. Reporting to the President, the Manager will articulate a human resource management strategy that aligns with the FAIR Plan business strategy.

Principal Duties & Responsibilities:

- Manage and oversee the Human Resource Department.
- Provide overall leadership and guidance to the HR function by overseeing talent acquisition, career development, succession planning, retention, training, leadership development, compensation and benefits
- Lead internal investigations in consultation with Legal Counsel
- Proactively assess needs for HR services and develops strategies to meet those needs
- Address all employee relations issues and other immediate issues to minimize risk
- Promote positive team member relations and communication by counseling team members and proactively facilitating conflict resolution between team members
- Partner with the Head of HR on talent assessment, organizational design, and learning and development initiatives.
- Annually review and make recommendations to the Head of HR for improvement of the organization's policies, procedures, and practices on personnel matters.
- Maintain knowledge of industry trends and employment legislation.
- Ensure compliance with federal, state and local legislation pertaining to all personnel matters.
- Collaborates with department personnel to recruit and retain quality personnel
- Communicate changes in the organization's personnel policies and procedures and ensure that proper compliance is followed.
- Recommend, evaluate and participate in staff development for the organization.
- Develop and maintain a human resource information system that meets the organization's personnel information needs.
- Implement Safety policies and programs as required by business and federal and state regulations.

Knowledge and Skill Qualifications:

- Bachelor's degree in Human Resources, Business or related field required
- SPHR or similar Human Resources certification required
- 7+ years of progressively more responsible positions in human resources
- 3+ years of experience in investigating employee relations matters
- Comprehensive knowledge of Human Resource principles, techniques and procedures, as well as strategies to assess and resolve human resource issues
- Extensive knowledge of HR/personnel practices and principles is required, such as applicable labor, pay, benefits, and health and safety laws and California regulations

To apply: Please send resume and cover letter to hr@cfpnet.com