

Company Name

Comcast Spotlight

Job Title

Manager, Human Resources

Position Location

Fresno, CA

Position Type

Full time

Position Description:

Comcast Spotlight - The advertising sales division of Comcast Cable. We put the power of cable to use for local, regional and national advertisers. Spotlight is focused on moving the industry forward by offering state-of-the-art advertising solutions to business big and small.

Our advanced technologies and innovative products enable advertisers large and small to reach their audiences effectively and efficiently. www.comcastspotlight.com

Major Duties:

- Counsels, orientates, and trains managers and supervisors on the interpretation and administration of Human Resources policies.
- Administers Human Resources policies and procedures as they pertain to all employees.
- Oversees, handles, and manages employee relations issues. Assists with employee counseling, discipline, and grievance handling.
- Recommends new approaches, policies, and procedures to maintain efficient and effective services.
- Manages direct reports. Ensures compliance with state, local, and federal guidelines and policies to protect the business and its employees.
- Partners with management to ensure strategic HR goals, policies, and programs are aligned with business initiatives.
- Administers compensation programs and assists in job analysis, job evaluation, and performance management to ensure compliance with division guidelines.
- Consistent exercise of independent judgment and discretion in matters of significance.
- Regular, consistent and punctual attendance. Must be able to work nights and weekends, variable schedule(s) as necessary.
- Other duties and responsibilities as assigned.
- Partner with the Area Vice President and participate as an active member of the Area leadership team to provide strategic direction as well as the day-to-day management by leading and clarifying human resources initiatives, policies, procedures and practices that impact company profitability and improve employee satisfaction.
- Provide management and supervisory skills coaching expertise to the area team. Assist managers with understanding how to manage employee performance and lead effectively. Provide constructive solutions on how to enhance employee performance and engagement. Lead the development of local action plans in response to Credo Speak survey feedback.
- Provide performance coaching expertise to the area team. Assist managers and supervisors with analyzing and altering job structures and skill requirements to enhance employee performance.
- Provide input and assessment on external job candidates via the interview process.

- Support and lead new hire on-boarding activities. Lead and participate in local TMP (Talent Management Program) activities within the area.
- Provide area leadership with recommendations on employee skill development, career tracking, and succession planning.
- Work with other region HR Partners to optimize the movement of talent across the region and ensure professionals are placed in roles to benefit both the individual and the company.
- Partner with the Regional HR Administration team to ensure our total rewards strategy provides the motivational outcomes necessary to support a high performance / high engagement work environment.
- Work to ensure internal equity within our compensation guidelines. Determine appropriate wage & salary recommendations within prescribed guidelines.
- Lead and facilitate the Area merit review process as well as support the communication & reporting of the Regional GAIN/CIP programs.
- Work with the Regional Employee / Labor Relations team to ensure timely investigation and review of all internal employee / management disputes and/or policy violations. Participate in case reviews with the regional employee / labor relations team and work with area management to ensure execution of agreed upon steps for resolution. -
- Provide follow-up on local cases when appropriate.
- Serve as project leader on assigned human resource initiatives within the Area.
- Facilitate leadership, management and employee development programs.
- Provide change management facilitation during major organizational transitions.
- Leverage organizational change and effectiveness techniques at appropriate times.
- Leverage process improvement skills when required.

Qualifications

- Bachelors Degree or Equivalent
- Generally requires 6-9 years related experience Bachelor's degree in related human resources discipline or equivalent education, HR certifications and work experience.
- Significant HR experience: supporting a Field Organization with effective skills and competencies in employee relations, labor relations, organization development, performance management, talent assessment, workforce planning, union avoidance, EEO/AAP, leadership development, total rewards and communication strategies.
- Demonstrated capabilities in developing and leveraging HR metrics to guide field HR effectiveness.
- Demonstrated project management and implementation skills.
- Highly effective verbal, written and interpersonal communication skills with demonstrated presentation skills.
- Demonstrated leadership skills in achieving results.
- Demonstrated organization, quantitative, analytical and problem solving skills.
- Knowledge and proficiency of PC skills, Excel necessary.

Other

Compliance Comcast is an EEO/AA/Drug Free Workplace.

Disclaimer The above information has been designed to indicate the general nature and level of work performed by employees in this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications

How to Apply

Please Apply Using this Online URL: www.ecentralmetrics.com/url/?u=2261871295-12