

JOB DESCRIPTION

HR Manager

- Fresno Area, CA
- 70k
- Bonus
- Food Industry
- Must Be Able To Speak Spanish***

BASIC FUNCTIONS

This position is primarily responsible for managing a variety of human resources activities to include benefits management, workforce management and development, employee recruitment and retention and payroll management. Participates in the preparation of the annual budget. Supervises the receptionist position.

MAIN DUTIES AND RESPONSIBILITIES

- Benefits administration:
 - Prepare analysis for annual insurance renewals (provide census, compare alternatives, negotiate rates)
 - Conduct orientations and enroll newly eligible employees
 - Terminate exited employees and notify COBRA administrator.
 - Reconcile and approve monthly insurance invoices
 - Implement new 401k benefits program.
 - Propose additional benefit alternatives (life insurance, LTD, vision, dental, etc.).
 - Assist employees with ongoing benefits issues
- Employee relations:
 - Assist employees with general work-related issues
 - Coach managers on employee performance reviews and disciplinary procedures
 - Counsel employees on performance issues
- Payroll:
 - Generate weekly timesheets, and distribute to supervisors for verification
 - Collect weekly timesheets and review for: employee signature, supervisor's approval, and missing punches
 - Adjust timekeeping system, accordingly
 - Maintain payroll database: new hires, terminations, and changes
 - Process biweekly payroll: transmit and receive files
 - Distribute checks
 - Work closely with upper management to develop and implement quarterly incentive program.
- Staffing/Recruiting:
 - Create and update job descriptions
 - Develop and advertise job ads as needed
 - Sort and screen resumes accordingly
 - Conduct interviews and coordinate interview with hiring manager
 - Make recommendation for final hiring decision making
 - Conduct background checks
 - Prepare and make employment offers
 - Conduct new hire orientations
 - Conduct exit interviews
- Workers Compensation/Safety:
 - Develop and maintain appropriate safety program in coordination with Plant Manager.
 - Report WC claims to carrier appropriately
 - Maintain OSHA logs appropriately
- Compensation
 - Develop appropriate compensation program
 - Maintain, and update program accordingly
- Compliance:
 - Ensure that labor posters are up to date
 - Ensure that company is in compliance with all employment laws
- Training:

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- Administrative:
 - Update employee handbook appropriately
 - Review current procedures and make recommendations to streamline process
 - Create and maintain employee files
- Management Reporting:
 - Prepares biweekly labor rate/overtime analysis.
 - Annual budget – prepares labor and benefits budgets.
- Supervise Receptionist in a variety of general clerical office functions.

QUALIFICATIONS

- Bachelors degree in Human Resources, Psychology or Business .
- Five years of experience at management level, preferably in the food manufacturing industry
- Proficiency in MS Office
- Ability to work effectively in a team environment.
- Attention to detail, organized and thorough desire for continuous improvement.
- Fluent in Spanish.
- Ability to process confidential information in an objective and private manner.

PHYSICAL REQUIREMENTS

- Ability to bend and reach files in cabinets where records are stored.
- Ability to safely lift up to 25 lbs.

Please introduce your Resume to patdifuriaco@cs.com.

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