

Human Resources Manager
Sierra Telephone
Post Office Box 219
49150 Road 426
Oakhurst, California 93644

PRIMARY RESPONSIBILITIES: Design, develop, implement, and oversee Human Resource practices for the Sierra Tel family of companies. Review and apply current applicable laws and study industry-wide trends to ensure compliance with the following programs: benefits, employment, environmental, and safety.

MANAGEMENT RESPONSIBILITIES: Provide leadership and set a positive tone in the Human Resources Department. Ensure efficiency and effectiveness of the day-to-day operation of the department in accordance with the Company's policies and applicable laws. Prepare and follow annual budgets, long term and short term planning, approval of staff expenditures, and business travel.

DUTIES AND FUNCTIONS: Include but are not limited to the following:

- Review and analyze compensation and benefit policies to establish competitive programs and ensure compliance with legal requirements. Make recommendations for implementation of the programs and coordinate benefit enrollment.
- Research laws and legislation in order to keep management informed. Analyze effect on current benefits and company policies for development and maintenance.
- Train management on the use of positive discipline and assist with documentation and disciplinary procedures.
- Prepare Employee Handbook with detailed information about company policies.
- Responsible for dissemination of company information to employees.
- Handle special projects, such as statistical analysis of employment trends, such as new hires, transfers, and absenteeism rates.
- Ensure that company bulletin boards at all sites have current required postings.
- Promote Equal Opportunity and ensure that proper hiring and termination procedures are followed.
- Ensure new employee orientation fosters a positive attitude toward company objectives, including the Sierra Tel Vision Statement.
- Provide sexual harassment training to Management to ensure compliance with applicable laws.
- Review exit interviews to identify reasons for employee termination.
- Responsible for overseeing major company events.
- Provide content for newsletters and Intranet.
- Plan, direct, supervise, and coordinate work activities and training of staff.
- Develop policy and procedures for employee appreciation.
- Serve as a link between management and employees by handling questions and helping resolve work-related issues.
- Coordinate compliance with the Safety Director for all security, environmental, and safety issues.
- Design and implement employee evaluation programs.
- Ensure pension and 401k policy development, plan maintenance, and compliance with regulations.
- Ensure proper handling and maintenance of personnel files and records.

- Represent company at personnel-related hearings and investigations.
- Train all department staff to work safely while performing their duties and functions .
- Provide a safe work environment.
- Regular attendance is an essential function of the job.

GOALS: To assist with the Company's most important asset: it's personnel. Support fair and lawful treatment of all employees.

SUPERVISORY RESPONSIBILITIES: Supervise Human Resources staff and the Safety Director. Responsibilities include: hiring, interviewing, assigning and directing work, scheduling vacation and floating holidays, overseeing the processing of timesheets, appraising performance, mentoring and coaching employees, addressing complaints, and resolving problems. Enforce personnel policy, perform salary reviews, and update job descriptions as needed.

QUALIFICATIONS REQUIRED: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor Degree plus three years in personnel management or ten years practical work experience and/or training or equivalent combination of education and experience in personnel management

Certificates, Licenses, Registrations:

- Must have valid California drivers license with a Class C license or higher
- Must have at least three years driving experience with a valid California drivers license, Class C license or higher

Language Skills: Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques and style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, employees, and/or Boards of Directors.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions.

Other Skills and Abilities:

- Must be able to maintain the highest degree of confidentiality
- Standard computer skills such as Word, Excel, and Outlook
- Ability to learn specific department software applications
- Must have proficient verbal communication skills
- Attention to detail and Company image
- Ability to analyze data and operational reports
- Listening and coaching ability to provide a positive outcome during conflict
- Reading and writing skills with grammar, editing and proofreading skills for correspondence, procedures, and manual writing
- Professionally handle multiple, possibly conflicting, situations
- Calm tone and manner necessary to handle sensitive personnel issues
- Appearance should represent company image of a professional business person

- Planning and organizational skills necessary to meet priority deadlines
- Willingness and ability to represent the company in the community
- Ability to travel when required

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands and fingers, handle or feel objects, tools, or controls, and talk and hear. The employee is occasionally required to stand, walk, sit, and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

SAFETY COMPLIANCE: Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:

- Proactive involvement in the Company's Safety Program, including compliance with all rules and regulations
- Continuously practicing safety while performing all duties

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- The position is normally indoors in a controlled environment.

Resumes can be sent to Sierra Telephone, Attention: Human Resources,
Post Office Box 219, Oakhurst, California 93644 or sent by electronic mail to
sthr@sierratel.com or by facsimile to 559-683-0750.

Deadline to apply for this position is Friday, August 13, 2010.

For more Information call: 559-683-4611.

Equal Opportunity Employer