

## Human Resources Manager

**DEPARTMENT:** Human Resources

### **POSITION SUMMARY**

The Human Resource Manager is directly responsible for the overall administration, coordination and evaluation of the Human Resource function.

### **POSITION RESPONSIBILITIES INCLUDE:**

- Works with Local Union to ensure the Collective Bargaining Agreement is being followed in appropriate departments. Participates in Union Meetings and Negotiations.
- Annually reviews and makes recommendations to executive management for improvement of the organization's policies, procedures and practices on personnel matters.
- Oversees bi-weekly payroll processing.
- Maintains knowledge of industry trends and employment legislation and ensures organization's compliance.
- Manages the Leave of Absence function and Workers Compensation program. Processes EDD and State Disability claims.
- Maintains responsibility for organization compliance with federal, state and local legislation pertaining to all personnel matters. Consults with legal counsel as appropriate, or as directed by the Executive Director, on personnel matters.
- Communicates changes in the organization's personnel policies and procedures and ensures that proper compliance is followed.

### **QUALIFICATIONS**

Bachelor's degree and 4 years related experience or training, or equivalent combination of education and experience.

Union experience highly preferred. Bilingual Spanish preferred. Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP) credential preferred.

*The final candidate must successfully pass The Reutlinger's post offer, pre-employment testing which includes a criminal background check, drug test, COVID test, TB screen test and health screen. All staff, except wait staff and dishwasher positions, must be at least 18 years of age.*

*The Reutlinger is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.*