

Human Resource Manager

Position: HR Manager
Department: General Business Management
Reports To: CTO

JOB SUMMARY:

Trust Automation, a closely held private company who has been in business for 27 years in San Luis Obispo, is looking to hire their first Human Resource Manager. This will be a very exciting opportunity for someone looking to make a real impact. Trust already has many HR programs and processes in place, but the new HR Manager will have a great deal of influence in consolidating and updating what currently exists. Additionally, the HR Manager will receive upper management support for making appropriate changes and implementing new ways of operating as it applies to human resource issues

PRIMARY RESPONSIBILITIES:

- ❖ Provide support to executive staff, managers and employees with general human resources, benefits, and employment questions.
- ❖ Ensure legal compliance by monitoring and implementing applicable employment related federal and state requirements.
- ❖ Manage employee relations resolving questions and concerns, conducting investigations, and making recommendations for effective resolution.
- ❖ Manage performance and performance improvement processes. Assist with all disciplinary actions and terminations by advising management on effective coaching and counseling strategies, assist with conflict resolution, documentation and the preparation of corrective action documents.
- ❖ Manage the recruiting process including posting ads, conducting initial interviews, coordinating interview schedules, following-up with candidates as well as retention programs, including career path development.
- ❖ Maintain and update job descriptions for all positions.
- ❖ Develop and manage formal compensation programs.
- ❖ Conduct new employee -on boarding- including conducting new hire orientation, verifying and processing all new hire paperwork and coordinate benefit enrollment information.
- ❖ Maintain personnel and compliance records ensuring that they meet all state and federal regulations.



- ❖ Budget administration as it applies to employees and all employee-related expenses.
- ❖ Manage leaves of absence including FMLA/CFRA, PFL, WC, etc., and ensure timely notification and compliance with policies and laws.
- ❖ Manage workers' compensation and unemployment claims.
- ❖ Administer the Company's 401(k) and insurance benefit programs.
- ❖ Research, recommend and implement a human resource information system (HRIS) and applicant tracking system (ATS).
- ❖ Coordinate and schedule ongoing management training for legal compliance and development.

KNOWLEDGE AND SKILL REQUIREMENTS

- ❖ Bachelor's degree in Human Resources, Business, or related field, or an equivalent combination of education and experience which has provided both theoretical and practical knowledge in the field.
- ❖ HR Certification is preferable, but not required.
- ❖ Demonstrated ability to perform the essential functions of the job typically acquired through eight or more years of increasingly responsible related experience, ideally in the engineering and/or manufacturing field. Must possess a strong working knowledge of multiple human resource disciplines including compensation/benefit practices, employee relations, performance management, all types of leaves of absence, and federal and state employment laws.
- ❖ Proven experience initiating and driving Human Resources strategy and cultural projects to completion.
- ❖ Demonstrated knowledge of Human Resources best practices and procedures.
- ❖ The HR Manager will be required to interface with senior level management on a daily basis and must possess superior oral and written communication skills.
- ❖ Ability to work independently, meet deadlines, work under pressure and handle changing priorities
- ❖ Strong work ethic and highly dependable.
- ❖ Extremely detail oriented and organized.
- ❖ Quick learner that enjoys constant growth and professional learning.
- ❖ Strong working knowledge of computer software including the MS Suite and multiple HRIS/ATS platforms.

WORKING CONDITIONS:



Working conditions are normal for a product engineering and manufacturing environment. Work may require weekend and/or evening work - travel away from home is common.

COMPENSATION:

Trust Automation offers competitive compensation and a rich benefit plan including paid time off, insurance and a 401(k) plan.

