

Peninsula Plastics Recycling, Inc. 530 S. Tegner Rd. Turlock, CA 95380	<h1>JOB DESCRIPTION</h1>
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JOB TITLE:	Human Resources Manager
SALARY:	Exempt

Summary: The HR Manager will develop and lead a broad range of human resource functions. This position will be responsible for developing and monitoring company policies in compliance with federal and state laws.

Reporting to the Chief Operating Officer, the Human Resources Manager will serve as a link between management and employees ensuring that the company's human resource functions are performed in compliance with Company policies, federal and state laws and regulations and facilitate the hiring of talented, experienced individuals when the need arises.

- A culture that values opportunity for growth, development, and internal promotion
- Comprehensive medical, dental and disability benefits programs
- Group retirement savings program
- Excellent Safety Programs

Essential Duties and Responsibilities include the following:

- Lead necessary changes and improvements within the organization to deliver healthy employee relations and organizational improvement.
- Ensure systems and processes are in place for effective employee communications.
- Recruiting including reviewing resumes, administering pre-employment screening, interviewing and reference checks.
- Onboarding, orientation and training.
- Process payroll, preparation of all paperwork relating to new employee hires and time and attendance management.
- Benefits administration and assisting employees with claims issues. Conduct and organize benefit meetings and employee functions.
- Maintain confidential employee information in individual employee personnel files, benefit records, W/C, and OSHA.
- Manages all workers compensation claims and disability claims and communicates with insurance adjuster.
- Administer 401K plan and complete yearly compliance reporting.
- Provide coaching/mentoring to managers/supervisors on effective people leadership and change management.
- Ensure compliance with all legal and regulatory compliance agencies as it relates to labor, wage and hour, and employment laws.
- Partner with leadership team members in executing initiatives and projects to achieve strategic business plan.

- Investigate into employee complaints and provide counsel to management and employees.
- Manages all site safety and security activities, trainings and programs. Ensures all accidents, near-miss incidents and security issues are communicated, reported, and measured to ensure full regulatory compliance.
- Leads the risk assessment methods and conducts internal audits for anticipating, identifying, evaluating and eliminating hazards. This will include internal audits such as safety observations, monthly Safety Team meetings as well as the development of a floor monitoring or coaching system.
- Manage employee facility access cards and maintain system for security.
- Manage and administer employee PPE and uniforms.
- Other duties as required by management

Work Relationships:

External: This position may require communication with customers, suppliers and regulatory agencies.

Supervises: None Reports to: Chief Operating Officer

Internal: This position requires communication throughout all levels of the organization

Qualifications: (These examples do not include all of the duties which the employee may be expected to perform.) To perform this job successfully an individual must:

- Bachelor's degree in human resources or a related field with a minimum of 5 years of experience.
- Superior ability to communicate orally, in writing and in electronic formats.
- Strong communication, presentation, and computer skills.
- Able to multi-task and work in a fast paced environment.
- Ability to maintain confidentiality at all levels of the organization.
- Coaching, facilitating and training skills.
- Ability to operate both as a business partner and employee advocate.
- Ability to deliver meaningful feedback and coach the employees and staff.
- Knowledge of employment and wage laws.
- Knowledge of OSHA required training and documentation Forms 300, 301 & 301A.
- Must have experience in manufacturing.

Working Conditions:

- Work requires normal manual dexterity and eye-hand coordination.
- Corrected hearing and vision to normal acceptable range.
- A significant amount of time will be spent in a production environment.
- Production area is not climate controlled and may experience extreme temperatures.
- This position requires approximately 4-6 hours per day standing and/or walking.
- This position requires the ability to climb stairs and ladders.