



## Bay Area Beverage

<b>Title:</b>	<b>Head of Human Resources</b>
<b>Department:</b>	<b>Administration</b>
<b>Reports to:</b>	<b>President</b>
<b>Location:</b>	<b>East Bay</b>
<b>Benefits:</b>	<b>Yes</b>
<b>Status:</b>	<b>Full time, exempt</b>

### ***Position summary***

The Head of Human Resources will lead and manage all Human Resource functions within the company, including proactively engaging in employee relations issues, managing candidate selection and employee development activities; and managing programs, policies and procedures in support of our business culture, and promoting a “fun” culture within the company. Your team consists of a Senior Manager of HR, HR / Payroll Specialist and Recruiter.

### ***Primary Responsibilities:***

#### **HR Leadership**

- Counsel executive management on all aspects of California and US labor law including: overtime pay, meal and rest breaks, family leave, workers’ compensation, employee termination, COBRA, etc.
- Provide support and counsel to the management team on employee issues and programs need to support company growth and performance
- Negotiate and manage relationships with insurance brokers – Workers’ Comp, Health, Property and Casualty
- Make administrative-level changes to the HRIS

#### **Organization Development**

- Create a “fun” culture that encourages collaboration among employees and allows them to bring forward their best ideas for improving their workplace
- Assist in improving organizational development and effectiveness through better definition of roles, responsibilities and accountabilities, and metrics to help drive employee behavior and effectively execute daily business operations
- Manage the annual employee survey including roll-out, collection, analysis, feedback meetings, and action planning

#### **Talent Acquisition, Management and Development**

- Develop robust talent management plans to attract, retain, develop, and engage talent in critical roles and to develop a diverse talent pipeline
- Develop and manage an active recruitment function with a strong focus on workforce planning, effective onboarding, constant recruitment to ensure an ongoing pipeline of talent and a focus on the unique needs of the field/retail organization

- Ensure succession and retention plans are in place for key leadership positions. Put in place employee development programs across the organization

### **Pay and Performance**

- Ensure effective performance management system and standards are in place and fully utilized for evaluation of employee performance, feedback and job/professional growth
- Establish and maintain a process for understanding and maintaining competitive compensation rates and systems across the organization

### **HR Process and Policy**

- Direct all aspects of the company's HR function and recordkeeping, ensuring compliance with all labor laws and regulations
- Review and refresh company HR communications and policies and procedures and ensure understanding and adherence by employees
- Develop and use metrics to evaluate the impact HR processes and provide information to management for critical business decisions
- Communicate benefit-related changes and assists distribution center employees with questions regarding benefits

### ***Qualified candidates must meet the following requirements:***

- 8-10 years of progressive human resources experience preferably with experience in an industrial environment (i.e. warehouse, delivery, etc.)
- Beverage Industry experience a plus
- Must be a self-starter with the ability to balance conflicting points of view, function effectively under pressure and demonstrate discretion, integrity and fair-mindedness
- Demonstrated experience handling sensitive HR legal issues related to California and US labor laws
- Strong experience working the "soft side" of HR including effective employee /management communications and developing a culture of cooperation, teamwork and open communication at all levels
- Ability to anticipate business needs, think proactively and respond appropriately
- Experience managing multiple projects concurrently, demonstrating a sense of urgency and results orientation
- Ability to learn new systems quickly and create improved efficiency
- High energy, confident leader with keen business sense as well as excellent communication, interpersonal, and problem solving skills
- Effective communication, writing and grammar skills, paying great attention to detail
- HR Certification preferred
- Bilingual (Spanish/English) preferred