



Central Coast Energy Services, Inc.

Job Description

Title:	Director of Human Resources
Reports To:	Chief Executive Officer
FLSA Status:	Exempt
Salary:	\$120,000 - \$150,000 per year
Status:	Full-time - Regular
Location:	Watsonville, CA

JOB SUMMARY

The Human Resource Director plans, leads, directs, develops, and coordinates the policies, activities, and staff of the Human Resources department, ensuring legal compliance, promoting our mission, and implementing our organizational and individual development goals.

GENERAL DUTIES AND RESPONSIBILITIES

As the Director of Human Resources, you will be the driving force behind the Human Resources Group functions and employees. You will develop Human Resources policies and programs, identify legal requirements and government reporting regulations affecting human resources functions, and ensure policies, procedures, and reporting are in compliance across all office locations. Your leadership will also be instrumental in managing all aspects of personnel, safety, training, regulatory compliance, payroll, benefits, and risk management.

This position is responsible for managing integration, coordination, and continuity across program areas, according to CCES' strategic plan. The Director of Human Resources provides leadership and support to the staff, engages in problem-solving and collaborative decision-making, and facilitates cooperation among multi-disciplinary teams and individuals. This position requires approximately 25% travel to other office locations (San Francisco, San Jose).

ALL CCES EMPLOYEES MUST

- Work safely and take responsibility for a safe and healthy workplace (on and off-site).
- Contribute to the accomplishment and continual refinement of the mission and goals of Central Coast Energy Services.
- Support each member of the Central Energy Services team in the efficient delivery of quality service.
- Train others to become productive Central Coast Energy Services team members.
- Be dedicated to the compassionate service of those in need. Maintain confidentiality of customer information and personnel matters.

STAFF DEVELOPMENT

- Recruits, interviews, hires, onboard, and trains new staff in the department. Maintains accurate records related to the recruitment process.
- Review applications and interview applicants to obtain work history, education, training, job skills, and salary requirements and to provide information about the organization and position.
- Assists Managers with discipline and termination of employees in accordance with company policy.
- Administers performance review program to ensure effectiveness, compliance, and equity within the organization. Maintains an accurate timetable and alerts managers when performance evaluations are due.
- Reviews employee performance evaluations and recommends training and development courses to supervisors and the Chief Executive Officer.
- Establishes and maintains complete confidentiality with regard to employee records, salary history, individual employee situations, and knowledge of sensitive personnel data.
- Plans, maintains, and delivers an effective orientation and onboarding program to ensure a strong start for new or returning employees.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Deals with grievances and violations invoking disciplinary action when required
- Updates employee files to document personnel actions and to provide information for payroll and other uses. Verifies Supervisor contributions to documentation.
- Facilitates professional development, training, and certification activities for HR staff.
- Directs relevant Training, Continuing Education, Conference Attendance, and Skills Development.
- Develops and maintains working relationships with collaborating agencies on employment and training programs.

COMPANY CULTURE & MORALE

- Implements cultural initiatives that align with the company's mission, vision, and values.
- Works with senior management to promote cultural values and ensure they are reflected in leadership styles and organizational practices.
- Leads efforts to manage and facilitate cultural change during organizational transformations or leadership changes.
- Serves as a key communicator about cultural initiatives, values, and expectations, ensuring consistent messaging across the organization.
- Collect and analyze employee feedback regarding the company culture and use it to drive improvements. Conduct surveys, focus groups, and other assessments to gauge cultural health and alignment.
- Acts as a role model for the company culture, both internally and externally, representing the organization's values and culture to stakeholders.
- Monitors employee morale and satisfaction levels. Organizes team-building activities, events, and recognition programs. Fosters diversity, equity, and inclusion awareness, reinvigorating culture, driving other HR-related initiatives.
- Leads annual company safety day planning, including planning committee, logistics, and coordination of safety topics and presentations.

COMPENSATION & BENEFITS

- Supervises the Payroll process, leads the human resources team, and oversees daily workflow operations.
- Maintain insurance coverages required by CCES contracts and fulfill required documentation and external distribution timely.
- Promotes and tracks health benefits enrollment for new employees and organizes annual open enrollment meetings.
- Promotes and manages 403(b) Retirement Plan, coordinates educational meetings, and provides employees with enrollment support.
- Track and report employee insurance premium payments and data changes.
- Maintains effective compensation plan, researching and participating in salary surveys to stay competitive and recommending salary ranges for labor grades in support of annual compensation planning
- Ensures compliance with Davis-Bacon prevailing wage and reporting requirements as required.
- Monitor compliance with Davis-Bacon Act regulations as required.

POLICY & COMPLIANCE

- Administers or oversees the administration of human resource programs including, but not limited to: compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, morale; occupational health and safety; training and development.
- Maintains and keeps the company policy handbook current and participates in establishing, recommending, and coordinating the implementation of policies, rules, and practices.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations and recommends best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Complies with federal, state, and local legal requirements by studying existing and new legislation.
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Oversees the maintenance and communication of records required by law.
- Studies legislation and arbitration decisions to access legal trends.
- Serves as Safety Officer, responsible for compliance with employee injury and illness prevention, sexual harassment prevention, and Workplace Prevention laws.
- Anticipates, prepares for and resolves litigation risks.
- Investigates, prepares, and files on-the-job illnesses and accident reports.

OTHER

- Collaborates with leadership to understand and implement the organization's goals and strategies.

- Supports management by providing human resources advice and counsel.
- Assists the Chief Executive Officer with managing major organizational decisions and potential crisis situations.
- Attend Board Meetings as required and perform other duties as assigned.
- Develop and implement departmental budget.
- Leads the implementation of company-wide procedures to enhance efficiency and consistency across all departments.

SKILLS AND MINIMUM QUALIFICATIONS

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Excellent Sense of Humor.
- Proficiency or ability to quickly learn the organization's HRIS and talent management systems.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required skills and minimum qualification is qualifying. A typical way to obtain these skills would be:

- Bachelor's degree preferred in Human Resources, Business, or related field
- At least five years of human resource management experience required.
- SHRM-CP or SHRM-SCP highly preferred.

LICENSES

Possession of an appropriate driver's license, vehicle insurance, and a good driving record.

BENEFITS

Central Coast Energy Services offers regular employees a full benefit package, including medical, dental, vision, and retirement.

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.

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 frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and ability to adjust focus.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

No application will be considered unless accompanied by a DMV Driver's License Record Printout dated within the previous 30 days.

All qualified applicants will be considered for employment without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, sex, sexual orientation, age (over 40), veteran status or any other merit factor unrelated to job duties.

An Affirmative Action/Equal Opportunity Employer