

**POSITION OPENING**

POSITION: Human Resources Manager

LOCATION: Pleasanton, California

SALARY: \$97,000 to \$120,000, based on experience

For over 100 years the Alameda County Fairgrounds has been a part of the community hosting over 250 events a year and an annual Fair that includes live concerts, tasting fests and cultural festivals and live horse racing that bring in nearly a half-million guests every summer. We are the Alameda County Agricultural Fair Association, a non-profit dedicated to managing the Fairgrounds.

The Alameda County Fair team is driven to assure the long-term viability of the Fairgrounds, present an exceptional annual Fair and provide year-round opportunities that celebrate the heritage and diversity of our community. As employees, we focus on our values-community, inclusive, excellence, collaborative, innovative, positive, environment and the celebration of our successes!

POSITION SUMMARY:

This exempt position is responsible for the functions of Human Resources within the organization. The Human Resources Manager manages the overall lifecycle of our employees including recruiting, onboarding, training, payroll, benefit administration, retirement plans, union issues, workers compensation and separations. While keeping our core values in mind, this position plans and administers policies relating to all phases of human resources activities.

YOU WILL:

- Promote and foster our core values, enhance employee engagement and celebrate our company culture
- Administer benefit programs such as life, health, dental, disability insurances, retirement programs, vacation, sick leave, leave of absences and employee assistance
- Identify legal requirements and government reporting regulations affecting human resource functions and ensure policies, procedures and reporting are in compliance
- Manage performance review program to ensure effectiveness, compliance and equity
- Prepare employee separation notices, related documentation and conduct exit interviews
- Coordinate Worker Compensation claims with administrator
- Submit governmental requirements including OSHA 300 and California pay transparency reports
- Support and guide managers with employee counseling, coaching and discipline, oversight in interviewing, hiring, termination, promotions, performance appraisal, safety and harassment prevention
- Advise management in appropriate resolutions of employee relations issues
- Respond to inquiries regarding policies, procedures and programs
- Ensure our compliance with local, state and federal regulations
- Partner with management to ensure strategic HR goals align with business initiatives
- Conduct workplace investigations from incident to satisfactory completion
- Recruit, interview, test and select employees to fill open positions
- Oversee onboarding new employees and payroll functions for the organization
- Analyze trends in compensation and benefits
- Participate in the Strategic Management and Operations Management Teams
- Directly supervise Human Resources and Volunteer Program team

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- BA or BS in Human Resources, Business or related study; 4 years of relevant work
- Minimum of 5 years HR Generalist experience showing a progression of increasing responsibilities
- HR certification (SHRM-CP, SHRM-SCP, PHR or SPHR) highly desired
- Excellent analytical skills
- Payroll experience including understanding of wage and hour laws (UKG knowledge a plus)
- Well-developed problem-solving skills with an emphasis on win-win outcomes
- In-depth understanding of human resources principles, best practices, procedures and California employment laws
- Excellent people skills
- Aptitude to effectively communicate and recommend policies and procedures as guides when answering employment questions
- Experience negotiating Collective Bargaining Agreements with a positive relationship mindset
- Proven public speaking skills
- Excellent written and verbal communications skills
- Ability to coach supervisors and managers on communication and problem solving
- Capably foster a team spirit and lead upwardly
- Knowledge of EEO policies and understanding of value of diversity
- Experience in workplace investigations including harassment and discrimination
- Ability to work with little supervision
- Understanding of workplace safety
- Excellent knowledge of Microsoft Office Suite and ability to learn time keeping and payroll software

Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

Please submit your resume to:

jobs@alamedacountyfair.com

By fax: 925 426-5196

By mail: 4501 Pleasanton Avenue, Pleasanton CA 94566 Attn: Human Resources