

**POSITION OPENING**

**POSITION:** Human Resources Supervisor

**LOCATION:** Pleasanton, California

**SALARY:** \$80,000 to \$88,000 per year

**POSITION SUMMARY:**

This is an exempt position which is responsible for the functions of Human Resources and Payroll for the Golden State Racing partnership between ACAFA and CARF. This position collaborates with Human Resource Manager to plan and administer policies relating to all phases of payroll and human resources activities.

**YOU WILL:**

- Oversees bi-weekly payroll functions for ACAFA and CARF employees
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures and reporting are in compliance
- Monitors, complies and participates in negotiations of CBAs for racing employee unions
- Oversees union associated audits
- Coordinates with Racing Operations Manager staffing needs to produce live race meets
- Payroll System (UKG) subject matter expert
- Payroll System (UKG) Administrator to manage system training, updates and configuration
- Recruits, interviews, selects and onboards racing employees to fill vacant positions
- Integrates racing employees into ACAFA culture including employee engagement events and core values
- Plans employee orientations and trainings
- Produces accurate racing payrolls
- Complies with union dues, pension and retirement plans procedures and deadlines
- Coordinates management training in interviewing, hiring, termination, promotions, performance appraisal, safety and harassment prevention
- Advises management in appropriate resolutions of racing employee relations issues
- Responds to inquiries regarding policies, procedures and programs
- Administers performance review program to ensure effectiveness, compliance, and equity
- Administers benefits programs such as life, health, dental, disability insurances, retirement programs, vacation, sick leave, leave of absences and employee assistance programs
- Coordinates Worker Compensation claims with administrator
- Prepares employee separation notices and related documentation and conducts exit interviews
- Conducts workplace investigations and administers discipline as necessary and according to applicable CBAs

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Bachelor Degree in HR or related field or 4 years of directly-related work experience
- Understanding of human resources principles, best practices, procedures and California employment laws
- Strong Payroll Process and Payroll System knowledge (UKG Payroll System preferred)
- Excellent analytical skills
- Payroll experience including understanding of wage and hour laws
- Understanding in administrating collective bargaining agreements
- Familiarity with collective bargaining agreement negotiations
- Ability to problem solve
- Excellent written and verbal communications skills
- Ability to coach supervisors and managers on communication and problem solving
- 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
- Knowledge of Microsoft Office Suite and ability to learn time keeping and payroll software
- HR certification (SHRM-CP, SHRM-SP, PHR or SPHR) desired

For over 100 years the Alameda County Fairgrounds has been a part of the community hosting live horse racing, over 250 events a year and an annual Fair that includes live concerts, tasting fests and cultural festivals 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. We are 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 county. As employees, we strive to focus on our values-inclusiveness, excellence, collaboration, innovation, positivity, team success, community and environment. And celebrate our successes with our community!

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