



Human Resources Manager – California Operations (Eureka)

Green Diamond Resource Company is a fifth-generation, family-owned forest products company with headquarters in Seattle. We own and manage forests in California and Washington and produce redwood and Douglas-fir lumber. We manage our lands in an environmentally responsible manner (FSC and SFI certified), as sustainable and productive working forests. Many of the logs we sell go to The California Redwood Company, a subsidiary company whose mission is to create the best redwood products in the marketplace.

We have an exciting opportunity for an HR Manager at our operations in Northern California (CA). The incumbent will oversee the HR team responsible for serving day-to-day needs of the Timberlands and Manufacturing operations in CA and will report directly to the Vice President of Human Resources in Seattle, WA (Corporate). They will also interact on a daily basis with CA operational leadership and functional corporate leaders and peers in our NW Timberlands division in order to ensure that business-wide systems, policy and process are effective and relevant for our CA operations and are administered in a manner compliant with internal and external requirements. The incumbent will either directly perform or directly oversee the following functional responsibilities and ultimately be accountable for their success.

ESSENTIAL JOB FUNCTIONS: (other duties may be assigned)

Quality:

- Provides quality support and initiative to further overall business goals and objectives. Actively pursues continuous improvement and ease of doing business to meet or exceed customer needs.
- Committed to maintaining current knowledge of the Human Resources field, and to incorporating the knowledge into day-to-day business practices.

Staffing and Recruiting:

- Oversees all of the staffing and recruiting processes for CA operations (union hourly and non-union hourly and salaried positions). Reviews and administers process, policy and documentation necessary for an effective, efficient and compliant recruiting process.
- Anticipates and meets the needs of both hiring managers and individuals participating in the recruiting process, including candidates.
- Collaborates with managers in the analysis of job descriptions that accurately reflect essential job functions and the necessary capabilities of incumbents. Interacts with other members of the Corporate HR team to effectively report and benchmark various jobs and incumbents with peers in the competitive marketplace.
- Exercises creativity and competitive nature in order to represent the company to outside parties and candidates in a manner that best reflects our vision and values. Positions Green Diamond/California Redwood Company as “an employer of choice”.
- Develops and maintains a strong network of HR, general business colleagues and external recruiting contacts to better understand the marketplace and optimize applicant outreach.

Technology, Recordkeeping, Data Reporting and Metrics:

- Utilizes Microsoft Office Suite, HRIS, Kronos, SharePoint, Applicant Tracking Systems and other technology to perform tasks and promote efficiencies.
- Supports the research behind needs identification and implementation of system capabilities. Participates in assessment of system enhancements and prioritization of changes. Supports the implementation of database conversions, upgrades, or new functionality.
- Contributes to the process of keeping HRIS procedure documentation current, useful and available to users, ensuring training and support is provided to accurately process and maintain HR data.
- Performs HR data extraction through available reporting tools and systems. Creates standard and custom reports as needed to perform research and provide needed information.
- Oversees employee life-cycle transactions (pre-employment, new hire, salary changes, retirements, terminations) are processed in HRIS in a timely and accurate manner, including inputting transactions as necessary.
- Conducts the audit of HRIS system transactions and usage on an ongoing basis to ensure data is accurate and up-to-date (i.e. new hires, terminations, salary changes, reclassifications, etc.) and ensures staff adherence to standard procedures and within control standards.
- Oversees responses to various external inquiries such as unemployment filings, employment verifications, etc.
- Ensures all personnel records, including various employee files are safeguarded, maintained and disposed of in an orderly and compliant manner and are kept up-to-date at all times.

Employee and Labor Relations:

- Actively leads and engages others in support of a positive and productive overall work environment.
- Interprets and advises management and employees relative to employment law, along with various work rules and policies of the company and those contained in the applicable Collective Bargaining Agreements.
- Maintains and enhances the union-management relationship ensuring honesty, fair dealings and effective communication with the labor union.
- Counsels and supports management in the handling of employee grievances, union meetings, and the development of labor bargaining proposals.
- Advises and counsels management to prevent or resolve work place issues; conducting investigations as required, engaging support when needed, and recommending appropriate solutions.

Training:

- Along with operational HR team members, develops business-wide compliance training. Ensures that training is conducted and tracked for employees in CA, confirming adherence to standards. Assesses the need for training programs relating to HR initiatives including recruiting, employee coaching, annual reviews and diversity/respectful workplace.
- Tracks training effectiveness and modifies programs to maximize their benefit to the organization.
- Administers leadership and staff development programs for CA operations by supporting communications, acting as a focal point to participants and responding to questions. May distribute materials and pre-work, coordinate facilitators, meeting facilities and course evaluations for HR-driven training.
- Supports the design of training content to either personally present or utilize outside professionals and in-house experts.

Performance Management:

- Oversees the ongoing development and administration of the Company-wide performance review process.

- Develops communications and training that enhance the effectiveness of the process and daily management-employee interaction.
- Provides advice and training to managers and employees in order to leverage the value of the process and further enhance the ongoing working relationship and partnership.

Compensation:

- Documents, communicates and ensures adherence to Company compensation philosophy and programs. Provides advice on pay decisions, policy and guideline interpretations of the compensation program and processes.
- Collaborates with other HR staff, managers and executives in preparation and analysis of market data in support of the compensation program.
- Monitors the effectiveness of existing compensation policies, guidelines and procedures, offering input to corporate peers in a timely and well informed manner.
- Keeps apprised of Federal and CA compensation / wage and hour laws and regulations to ensure Company compliance.

Benefits:

- Responds to employee questions regarding their health, welfare and retirement benefits by being well versed and knowledgeable about the plans and how they are administered. Facilitates the employee's ability to access and utilize services in an effective and cost efficient manner.
- Oversees all employment-related leaves of absence in a thorough and timely manner, according to policy, procedure, guidelines and legal requirements.
- Keeps apprised of Federal, CA, and local benefit and leave-related laws and regulations to ensure Company compliance.
- Works in close partnership with Corporate Benefits Manager to support the development and administration of competitive, compliant and cost effective employee benefit offerings.

Leadership:

- In collaboration with the HRVP, will be responsible for a wide variety of activities and tasks related to completing strategic projects and assignments. This may include "kick starting" projects or monitoring the progress of others in order to share best practices, encourage creativity and collaboration and ensure consistent HR practices across the operations.
- Forms a strong understanding and collaborative partnership with leaders in the CA operations, seeking effective solutions and opportunities relating to our employees and overall business success.
- Leads the CA HR team by establishing high standards and providing guidance and support to help them to succeed and grow professionally. Takes a special interest and appreciation in their goals and aspirations in order to fulfill business objectives while supporting their professional development.
- Acts as a leader and change agent by partnering with corporate and operational leadership to facilitate organization and culture change. Demonstrates active engagement with all CA employees by being out and about. Knows employees and forms a strong rapport with them. Is approachable and accessible and is known for providing high quality HR service in a positive and supportive manner.
- Maintains active working knowledge of Federal and CA employment law, demonstrating a practical ability to identify, educate, determine and implement compliant solutions.
- Works collaboratively with the HRVP and in a manner that supports high levels of trust and confidence. Ensures that business-wide HR policy and process is implemented effectively and followed by CA HR staff, CA operational managers and employees.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelor's degree in Business, preferably in Management/Human Resources; a degree in another major will be evaluated for relativity to the position.
- Minimum of 10 years Human Resources experience directly related to the comprehensive duties of the position.
- Experience working in a union environment and administering Collective Bargaining Agreements.
- Prior experience in the timber products or manufacturing industries highly desirable.
- Active PHR or SPHR certification with CA designation.
- Demonstrated capabilities using HR systems, familiarity with ADP payroll and intermediate level HRIS and report-writing capabilities.
- Previous experience working with HR team members and employees working in geographically dispersed locations and ability to make HR policies and practices effective in spite of distance.
- Intermediate to advanced level proficiency in MS Office Suite.
- Ability to interact positively and productively (through written and verbal communications) across functions within the organization, within the Human Resources department and with key external contacts.
- Ability to anticipate, identify, quantify, and resolve problems in a timely and positive manner, viewing obstacles as opportunities to learn and grow.
- Ability to effectively plan, organize and oversee day-to-day responsibilities of the function(s) assigned. Must also play an active role in helping to define long-term objectives.
- Ability to work on a variety of tasks simultaneously.
- Ability to take ownership of responsibilities, and effectively handle interpersonal relationships with others.
- Ability to consistently meet deadlines, completing projects as previously defined while delivering accurate and high quality work products.
- Ability to work with integrity, trust and commitment, setting an example for others.
- Ability to foster and support a diverse, ethical and respectful workplace.
- Ability to share knowledge and participate in coaching and mentoring others.
- Ability to be adaptable, tolerant of ambiguities and open to change.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- The position resides in our Brainard Administrative Office, just north of Eureka, CA. Normal office environment with moderate noise levels, occasional lifting of up to 25 lbs., regular walking, sitting, bending, twisting, standing and reaching. Ability to perform consistent work on PC.
- Weekly trips out into operations to meet with employees and maintain visibility, requiring ability to drive and walk in/on forested areas, across uneven terrain, unpaved roads, and in manufacturing and warehousing environments. Operations in Woodland and Ukiah require occasional car travel.
- Travel required to participate in training and seminars, along with visits to operations in WA/Seattle Corporate office for up to a week at a time (approximately one or two times per year).

This is an exempt level fulltime position. This position is eligible for the full benefit package offered by Green Diamond Resource Company which includes Medical/Vision/Dental, Life Insurance, 401k Retirement account with company contributions, vacation/sick time and much more!

Please send a cover letter and resume to GDRCoJobs@greendiamond.com and type "HR Manager - CA Operations (Eureka)" into the subject line.