

We are looking for a Human Resources Manager who is interested in joining a team of engineering consultants focused on serving relationship-based clients in a collaborative, innovative, and multi-disciplinary environment.

We are a privately-owned consulting firm who prioritizes company culture and employee growth to ensure we are meeting the needs of our clientele while developing the capabilities of our team members.

The qualifications and responsibilities of Human Resources Manager candidates interested in joining our team are as follows:

- Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Supports organization staff by establishing a recruiting and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Manages a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; and monitoring and scheduling individual pay actions.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- Implements employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; and designing and conducting educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organization at hearings.
- Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.
- Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees and following up on work results.
- Contributes to team effort by accomplishing related results as needed.

This position would be based out of the Bakersfield, CA office.

Human Resources Manager Qualifications / Skills:

- Hiring
- Human resources management
- Benefits administration
- Performance management
- Communication processes
- Compensation and wage structure
- Supporting diversity
- Classifying employees
- Employment law
- Leave administration

Education, Experience, and Licensing Requirements:

- Bachelor's degree from a four-year college or university or similar work experience required
- 5+ years of experience in progressively responsible human resource roles
- 3+ years of experience in Labor Relations and Employee Relations
- 3+ years of experience in a supervisory role
- PHR/SPHR certification preferred

Send your resume to kerncountyshrm@gmail.com to apply