



# JOB DESCRIPTION

THE DIXIE GROUP

<b>Position Title:</b> <b>Manager, Human Resources - Bilingual</b>	<b>Location of Position:</b> <b>Porterville, California</b>	<b>OFCCP:</b> <b>Management</b>
<b>Reports To (Title):</b> <b>Vice President, Human Resources</b>	<b>Prepared by:</b> Human Resources	<b>FLSA:</b> Exempt
<b>Business Unit/Department:</b> <b>Human Resources</b>		

<b>Primary Objective:</b>	<i>In broad terms, briefly state the major purpose of primary objective of this position</i>
	Works closely with VP to plan, develop and design Human Resources programs, policies and practices that supports specific goals and objectives of the business unit, while ensuring compliance to corporate HR and regulatory standards are maintained. Responsible for developing and implementing effective recruiting and hiring procedures and practices that will result in attracting and retaining the best qualified matched candidates. Also responsible for planning and coordinating safety compliance and programs to control risks, prevent losses, reduce risks, and protect the personal assets of the company. Ensures compliance with Federal, State and safety laws, regulations, codes and rules. Maintains internal communication programs and processes to ensure both management's and organization's awareness of compliance issues. Prepares and submits recommendations to Senior Management, for action plans to minimize company exposure to costs associated with Worker's Compensation for the Porterville facility.

<b>Major Functions and Scope:</b>	<i>Using brief narrative statements, describe each major functions explaining the scope of the job junction as appropriate.</i>
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- Provides interpretation of and facilitates adherence to corporate policies and procedures; ensures continued compliance and guides management in handling sensitive HR issues. Provides first response/line of defense on employee relations issues, keeping Senior HR management informed of and/or working under their direction to address and resolve issues that have the potential to become complex and present a risk to associates and/or the company.
- Manages and oversees the implementation and interpretation of a full range of Human Resources policies and activities in accordance with the company and legal requirements; acts as a mediator, counselor, and facilitator in arbitrating disputes between associates and their management; uses care and judgment to ensure fairness and equity throughout the counseling process.
- Oversees the administration of and compliance to compensation, benefits, EEO and other human resources policies and procedures in accordance within corporate guidelines; oversees the request, approval and processing of personal actions for the facility. Provides training and guidance to management as needed; responds to routine questions regarding compensation and benefits programs, works with corporate HR to resolve more complex issues. Develops and maintains reporting systems and procedures that are in compliance with established administrative policies, regulations and acceptable HR and payroll practices.
- Manages the employment and recruitment for the facility; develops, and oversees procedures and activities to recruit and/or develop sources of recruitment, interview and screen applicants, coordinate the selection, screening, processing and orientation of new associates; ensures compliance to all company and regulatory requirements and reporting that governs the employment function; reviews and maintains appropriate employment records and systems; administers effective and efficient workforce planning strategies.
- Confers with business unit management teams to assist with identifying and developing programs to resolve employee skills training and development needs. Works with HR senior management to develop, locate, review, recommend and/or deliver training programs to knowledge and skills required to optimize individual and business unit performance.
- Ensures Human Resources activities, employee records, records retention, information distribution and regulatory reporting comply with Federal, State, Company and accrediting agencies.
- Coordinate administrative and logistical details associated with the day-to-day operations of the HR department; coaches, develops and motivates subordinate staff to achieve goals, objectives and professional growth.
- Performs other duties as requested by management.

<b>Knowledge, Experience, Competencies and Supervision:</b>	Describe the education, knowledge required, years of experience, specific skills and abilities required to do the job on a fully competent basis.
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<b>Education &amp; Knowledge:</b> Describe the educational background and knowledge that are required.	<p>Bachelor's degree in Human Resources Management or a related field and 10+ years progressively responsible HR management experience in a large plant manufacturing environment; or equivalent combination of education and training to successfully perform the essential functions of the job; combined with demonstrated professional growth and achievement. Professional certification a plus. Extensive in-depth knowledge of the laws, regulations, policies, procedures and practical applications governing the functions of Human Resources. Expert knowledge of employee relations to conduct and deal with employee issues in a proactive manner. Knowledge of budgeting and expense control to plan, implement and maximize expenditure of funds while maintaining and improving quality standards. Strong analytical skills to interpret, adapt, known methods, system procedures or operating concepts to new situations. Demonstrated experience leading or facilitating the development and implementation of business oriented projects. Intermediate proficiency level using a PC and related programs such as, Microsoft Word, Excel &amp; PowerPoint. JDE a plus. Must be bilingual.</p>
<b>Competencies:</b>	<p>Excellent presentation, oral, written and interpersonal communication skills to effectively interact with Dixie's management, internal and external business contacts; ability to communicate with others in an antagonistic situation using appropriate interpersonal styles and methods to reduce tension or conflict and maintain professionalism in accordance with corporate standards. Ability to perform in a high pressure environment and/or crisis situation and render good decisions to resolve problems, maintain safety and ensure adherence to Corporate Code of Conduct. Ability to exercise good judgment, problem solving ability and resourcefulness in the absence of formalized guidelines and procedures. Ability to identify, analyze and resolve business issues through solution-oriented projects.</p>
<b>Working Conditions</b>	<p><b>Work environment ranges from office environment to a plant facility.</b></p>