



**Code:** 2551

**Title:** Associate Director, Human Resources

**Location:** Northridge, Ca

**Department:** Human Resources

**Description:** The Associate Director of Human Resources has responsibilities for training, staffing, and recruitment. Administers compensation and benefits programs. Provides an employee relations resource and assists with the development of company-wide personnel policies and recommendations to ensure compliance with applicable laws.

**Responsibilities:**

- Provides training and interpersonal skill development programs.
- Responsible for all aspects of recruiting and resolution of Human Resources issues.
- Consults with management on organization structure and design, compensation programs and general HR issues
- Provides HR leadership and support for the organization.
- Provides guidance and counsel on company policies and procedures.
- Administers various HR plans/procedures. Conducts a continuing study of all HR policies to keep top management informed of new developments.
- Advises leadership on employee relations issues and is accountable for effective resolution.
- Provides employee relations issues counseling and recommends employee relations practices necessary to establish a positive employee-employer relationship and promote a high level of employee morale.
- Administers employee benefit programs.
- Ensures that updates, as mandated by law and management, are incorporated into the Personnel Policy Manual and company Handbook.
- Interprets personnel policies for all levels of management and staff.
- Maintains knowledge of current laws affecting personnel policies.
- Ensures compliance with regulatory agencies governing benefit plans, affirmative action plan, and other current employment legislation.

**Supervisory Responsibilities** This position has no direct supervisory responsibility

**Requirements:**

- Demonstrated experience and expertise at project management of large, multi-phase and complex system implementation projects
- Discretion in handling confidential and sensitive matters
- Ability to facilitate a positive and collaborative working environment leading individuals to perform at consistently high levels



- Ability to drive negotiation and acceptance of changes within the project
- Ability to persuade others to see/recognize new perspectives to reach best outcomes by utilizing buy-in, persuasion and relationship building
- Strong work ethic and unwavering commitment to corporate guidelines and directives
- Critical success competencies: Provide strong leadership skills; understand the business strategy of the organization; establish and maintain strong interpersonal relationships; work collaboratively and build consensus among diverse stakeholders

#### **Education, Experience and Licensure**

- BA/BS in Human Resources or Organization Development
- Must have 10 years of previous HR experience through increasingly responsible positions. Life science experience preferred.
- Human Resources Certification from an accredited college or university or SPHR designation highly desirable.
- Experience as a participant in the strategic planning process and the ability to offer recommendations for best practices.
- Strong experience with staff development in a multicultural environment (coaching, performance evaluation, disciplinary counseling, hiring, and goal setting).
- Experience in team building and performance recognition leadership.
- Proficient use of Microsoft Office products including Word, Excel, Outlook, and PowerPoint.
- Ability to quickly learn new software programs as needed

**Pay Range:** BOE

**Posted Date:** 6/28/2019

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