



CURRENT OPENING

# Division Human Resources Manager

*Location: California/Remote*

Posting Date: 12/16/2020

Reports to: VP of Human Resources

FLSA Status: Exempt

Close Date: 1/16/21\*

**Looking for a job with stable hours,  
great benefits, and long-term security?  
Join our fantastic team!**

We offer a work environment that values safety and team input, and provides opportunities to gain skills and grow your career.

## ABOUT THE JOB

Primary responsibilities include recruiting, developing, training and maintaining a competent and motivated work force necessary to support and maintain organization's goals. Work closely with business unit leaders, operations managers and corporate human resources to accomplish strategic organizational goals, facilitate leadership development, change management, and efficient operations that align with lean manufacturing principles and the organization's values. The Division Human Resources Manager directly supervises HR Generalists in Adelanto, CA, Portland, OR, Saginaw, TX and Parkersburg, WV, managing remotely with some travel required. The Division Human Resources Manager must be able to travel up to 25% within the division.

## ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES

- Uses knowledge of various human resources functions, including affirmative action, staffing, compensation, benefits, training, legal compliance and employee relations to provide tactical HR support to plant management in a manner that ensures high employee morale while still adhering to company policy, and federal and state guidelines
- Provides assistance in identifying, evaluating, and resolving human resource issues
- Provides support and leadership to HR staff working at assigned operating facilities. including establishing growth and development plans for those employees as needed
- Travel to support facilities within the assigned division is required, sometimes without notice
- Organizes, implements and administers personnel policies, programs, staffing contracts, projects and other

initiatives that align with both Companywide and business unit specific goals and objectives

- Responsible for administering corporate human resources programs, policies and procedures
- Train plant management/supervisors to increase skills, proficiency and knowledge of effectively leading, managing and supervising employees. Provides workforce training in other required subjects as appropriate
- Participates in the development of corporate HR and business unit goals and objectives
- Provides leadership and guidance to employees, peers and management on workforce goals and objectives
- Participates in the investigation and resolution of ongoing employee relation problems; anticipate problems, recommend, and initiate steps for corrective action
- Performs administrative activities necessary for the effective management of HR, including supporting corporate payroll and benefits administration, new hire paperwork and orientations, salary administration and measuring work performance within the department

### **KNOWLEDGE, SKILLS & ABILITIES**

- Ability to interact and communicate effectively and professionally with a wide array of individuals at all levels of the organization
- Ability to maintain confidentiality in all aspects of the job
- Ability to identify and take initiative to resolve issues
- Flexibility to support facilities and staff working in a variety of time zones with differing regional cultures and practices
- High level of proficiency with computer software programs such as MS Office and Kronos
- Ability to prioritize conflicting needs; handle matters expeditiously, proactively and follow-through on projects to successful completion often with deadlines and pressure
- Ability to read, analyze, and interpret common human resources related guidelines, financial reports, and legal documents
- Ability to respond effectively to the most sensitive inquiries or complaints
- Ability to create and deliver effective and persuasive communications, speeches and presentations on controversial or complex topics to top management
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others
- Ability to learn quickly and provide solutions that are appropriate to a wide variety of situations
- Ability to build and maintain effective relationships with key management, facility and hourly production employees
- Ability to effectively adjust to rapidly changing circumstances, modified corporate initiatives or business plan changes with a high level of professionalism

### **Required Qualifications**

- Bachelor's degree from an accredited college in a related field (i.e., Business, Human Resources, Social Sciences)
- Five+ years of generalist human resources experience to include employee relations, compensation administration, recruitment, and AAP/EEO/ADA compliance
- Must be knowledgeable of California AND/OR Oregon state employment laws.

### **Desired Qualifications**

- Professional in Human Resources (PHR) or SHRM-CP certification preferred
- Experience in a multi-state environment, including California and/or Oregon, highly desired

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TO APPLY**

Sound like the job for you? [Click here](#) to apply online.

---

*Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test and background check.*

*Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.*

*Northwest Pipe Company reserves the right to close the position, with or without notice, if a qualified candidate is identified prior to the close date.*