

# Human Resources Manager

**DEPARTMENT:** Administration

**FT or PT:** Full Time

**CLASSIFICATION:** Exempt with benefits

**SCHEDULE:** Weekdays, with occasional weeknights and weekends

**REPORTS TO:** General Manager/Director of Finance

**HOW TO APPLY:** Submit a cover letter and resume to [resumes@ljp.org](mailto:resumes@ljp.org). Include *Human Resources Manager* in the subject line of your email.

## STATEMENT OF JOB

The Human Resources Manager is responsible for the day-to-day human resources activities of the Playhouse, including, but not limited to: recruitment and orientation; benefits and compensation; employee relations; equity, diversity and inclusion; workers' compensation and health and safety policies and procedures; and employee recognition.

## ESSENTIAL JOB DUTIES

- RECRUITMENT
  - Drives the recruitment process, including internally announcing all open positions, placing ads, receiving and screening resumes, selecting candidates and coordinating interviews, participating in interviews as requested, conducting thorough reference and background checks and making formal job offers
- ON-BOARDING AND OFF-BOARDING; NEW HIRE ORIENTATION
  - Responsible for on-boarding of Admin new hires, including completing new hire paperwork, processing paperwork and entering employee data in payroll system for all new and re-hired staff, and routinely reviewing and revising new hire paperwork to ensure compliance with state and federal laws
  - Off-board Admin staff, meet to collect LJP property, provide final check, process term paperwork in HRIS system
- BENEFIT ADMINISTRATION
  - Manage all employee welfare benefits (medical, dental, vision, Life/AD&D, LTD, 403(b) and FSA), including conducting benefit orientation with all eligible new hires, utilizing BeneTrac on-line systems to enroll and terminate plan participants, assisting employees in resolving insurance-related issues by serving as liaison between employees and insurance carriers, and ensuring accurate enrollment and management of COBRA participants

# EMPLOYMENT OPPORTUNITIES

- Manage rate renewal and open enrollment processes, including working alongside brokers to analyze benefit options, making recommendations for plan design changes, conducting annual Open Enrollment and processing all benefit enrollments and changes
- Process Leave of Absence Requests
- Manage Flu Shot Program
- Work with General Manager to complete ACA reporting annually
  
- EMPLOYEE RELATIONS
  - Maintain accessibility for employee concerns and issues, including assisting General Manager with employee counseling, conflict resolution management and investigations surrounding employee relations issues
  - Manage annual performance evaluation process to include up- to- date job descriptions
  
- EQUITY, DIVERSITY AND INCLUSION
  - Collaborate with cross-departmental team to identify, implement and lead equity, diversity, and inclusion initiatives through organization assessment, strategic planning, policy development, and training programs
  
- WORKERS' COMPENSATION
  - Manage Workers' Compensation and Safety Program, including reporting claims, working with loss control representatives to reduce injury-related risks, taking part in quarterly claims reviews, ensuring injured employees are knowledgeable about their rights and responsibilities under workers' compensation, monitoring employee's injury by interfacing with occupational medical provider, acting as liaison between injured worker and workers' compensation carrier, and participating in rate renewal process and providing input regarding provider changes
  - Keep abreast of all new workers' compensation laws and ensure the Playhouse's compliance, including completing OSHA-300 Log annually
  
- COMPLIANCE
  - Keep informed on labor laws and ensure the Playhouse's compliance with all current Federal and CA State employment laws and regulations, including demonstrating solid knowledge of EEO, OSHA, ADA, anti-discrimination, COBRA and immigration requirements
  - Conduct a continuing study of all human resources policies, programs, and practices to keep the organization abreast of current practice and informed of new developments, including protecting the interest of employees in accordance with the Playhouse's human resources policies and practices

- Employee Handbook update
- EMPLOYEE RECOGNITION
  - Direct and maintain various activities designed to promote and maintain a high level of employee morale
- ADMINISTRATIVE
  - Perform administrative duties, including maintaining accurate personnel files and developing/maintaining employment-related forms and documents

## **ADDITIONAL DUTIES:**

- Assist as needed on special projects
- Attend special events as requested

In addition to the duties listed above, the Playhouse expects the following of each employee: adheres to LJP policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in LJP events as needed or required; and completes other duties as assigned.

## **REQUIREMENTS**

- Bachelor's degree in business, human resources, or related discipline
- Minimum 3-5 years human resources experience, including knowledge of and experience in employee relations, recruitment, benefits and compensation, workers' compensation, and employment law
- Certification in Human Resources
- Strong knowledge of current Federal and California State labor laws and ACA compliance
- Proven ability to communicate effectively with all levels of staff and management and external parties, and represent the company to internal and external groups.
- Excellent written and oral communication skills
- Great organizational skills, interpersonal skills and attention to detail
- Ability to maintain confidentiality
- Ability to handle multiple projects and prioritize appropriately
- Strong computer skills, including Word, Excel, Payroll Software System (Paychex preferred) and Benefit Administration Program (BeneTrac preferred)

## **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee must be able to lift at least 10 lbs. safely.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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

We encourage applicants with a unique perspective inclusive of race, color, religion, familial status, gender identity or expression, sexual orientation, national origin, age and physical ability to apply. We are committed to diversity in all areas of our work, on and off stage. La Jolla Playhouse is an Equal Opportunity Employer (EOE), and all qualified applications will receive consideration.