



PCI ECOLOGICAL

JOB DESCRIPTION

Position: Human Resources Manager

PCI is a small ecological consulting firm based in Sonoma County that offers a full spectrum of science, design, environmental compliance, and construction services. For over 35 years PCI has taken innovative and exciting environmental restoration and enhancement projects from an initial idea through design, permitting, construction, and monitoring. An understanding and respect for natural systems underlies all of PCI's work. Join our team of scientists, planners, landscape architects, engineers, constructors and administrative staff who work collaboratively to produce creative, high-quality ecological restoration outcomes for our clients. To learn more about PCI, visit www.pcz.com.

PCI is seeking a **Human Resources Manager** with experience in the A/E/C industry to coordinate human resources activities and offer administrative support within our organization.

Education and Experience

Bachelor's Degree required, SHRM certification a plus

Personnel and Human Resources - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Administration and Management - Knowledge of business and management principles involved in resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Law and Government - Knowledge of laws, legal codes, precedents, government regulations, executive orders, and agency rules. *** Experience with prevailing wage requirements a plus

Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Tasks/Responsibilities

Recruiting

- Work with department supervisors to create job descriptions and postings
- Recruit, interview, and select applicants
- Prepare offer letters of employment
- Analyze and modify compensation and benefits packages to establish competitive programs and ensure compliance with legal requirements and improved staff retention

Staff Hiring/Terminations

- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives
- Develop and administer new hire paperwork
- Conduct exit interviews to identify reasons for employee termination

Benefit Administration & Training

- Administer changes in compensation, benefits, performance management systems, and safety and recreation programs
- Analyze training needs to design employee professional development, health and safety programs
- Investigate and report on incidents for insurance carriers
- Create and manage a process for staff performance evaluations and professional development goals

Employee Handbook Administration

- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits.
- Advise managers on organizational policy matters, such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Serve as a link between management and employees by handling questions, interpreting policies, and helping resolve work-related problems.
- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.

Activities

Communicating with Supervisors, Peers, or Subordinates: Liaison between departments or other groups to improve function or communication. Represent the organization in external relations.

Resolving Conflicts and Negotiating with Others: Negotiate labor disputes. Negotiate sales or lease agreements for products or services.

Staffing: Administer compensation or benefits programs. Hire personnel. Recruit personnel.

Interpreting the Meaning of Information for Others: Communicate organizational policies and procedures.

Training and Teaching Others: Conduct employee training programs.

Analyzing Data or Information: Analyze data to inform operational decisions or activities. Analyze data to inform personnel decisions.

Documenting/Recording Information: Maintain personnel records. Prepare reports related to compliance matters.

Technical Skills:

Accounting software

- Deltak Ajera

Document management software

- Microsoft Office
- PDF/Bluebeam readers

Data Management/Reporting software

- ISNetworld
- KPA Enterprise

Compensation: This is a salaried full-time position with benefits, including: health, vision, dental and life/AD&D insurance, Safe Harbor 401k Plan, paid holidays and discretionary time off. Salary range \$75K- \$90K depending upon experience.

To Apply: Please submit a résumé and cover letter that describes your interest in the position and how you would complement the PCI team to: hr@pcz.com. Please include "Human Resources Manager" in the subject line. We look forward to hearing from you.