



WSPA™

Job Title	<i>Manager, Human Resources</i>
Supervisor	<i>Vice President, General Counsel & Corporate Secretary</i>
Location	<i>Sacramento, California</i>
Exempt	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Position Summary

The Human Resources Manager is responsible for the smooth operation of WSPA's human resources services, policies and programs. The Manager will report to the Vice President, General Counsel and Corporate Secretary and provide consultation to senior management on strategic staffing plans, employee policies and procedures, training and development and labor relations. The Manager must be an experienced professional with deep knowledge of all matters concerning human resources departments. The Manager works to ensure that the human resources needs of WSPA are being met and are aligned with the Association's Strategic Plan and business objectives.

Essential Functions

- Support the development of human resources services policies and programs:
 - Leads the implementation of the performance management system that includes employee performance plans, employee performance assessments and other employee development programs
 - Responsible for recommending and incorporating staff development, employee engagement and morale enhancement programs
 - Oversees the implementation of human resources programs, monitors administration to established standards and procedures. Identifies opportunities for improvement and resolves any discrepancies
 - Conducts a continuing study of all human resources policies, programs and practices to keep WSPA informed of new developments
 - Leads the development of human resources goals, objectives and systems
 - Develops and administers programs, procedures and guidelines to align the workforce with the strategic goals of WSPA
 - Leads standard recruiting and hiring practices and procedures necessary to recruit, hire and retain a superior workforce
 - Develops and manages system to analyze and provide updates to the job descriptions bank

- Assists with the interview process related to all potential candidates for job openings within the Association
 - Coordinate the completion of orientation to WSPA for all newly hired staff including maintenance of onboarding materials
 - In coordination with the Accounting department, maintain employee master files in the Association's payroll processing system
 - Maintain all employee personnel files
 - Coordinate the completion of Employee Performance Plans and Performance Assessments
- Assist with the training and development of Association's employees:
 - Provides trainings and materials to Association employees including workshops, manuals, employee handbooks and standardized reports
 - Assists with the establishment of an in-house employee training system that addresses company training needs including onboarding
 - Monitors the spending of the professional training and development budget
- Manage employee relations within the Association:
 - Formulates and recommends human resources policies and objectives for the Association with regard to employee relations
 - Works with senior management to communicate human resources policies, procedures, programs and laws
 - Conducts investigations when employee complaints or concerns are brought forth
 - Monitors and advises senior management in the progressive discipline system of the Association and monitors the implementation of a performance improvement plan with non-performing employees
 - Reviews, guides and approves management recommendations for employment terminations
- Provide advice and ensure compliance with labor and employment requirements:
 - Works under the supervision of the General Counsel to ensure compliance with all existing governmental and labor and employment reporting requirements including, but not limited to, the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, workers' compensation, the Occupational Safety and Health Administration (OSHA). Maintains minimal company exposure to adverse legal action
 - Directs the preparation of information requested or required for compliance with laws. Approves all information submitted. Serves as the

primary contact with the company employment law attorney and outside government agencies

- Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations

Qualifications

- Minimum of a Bachelor's degree or equivalent in human resources or related field (SHRM certified preferred)
- Five plus years of experience in a human resources department (experience in human resources leadership position preferred)
- Specialized training in employment law, organizational planning, organization development, employee relations, safety, training, and preventive labor relations

Key Skills and Competencies

- Thorough knowledge of human resources management principles and best practices
- Excellent interpersonal and coaching skills
- Outstanding organizational and leadership skills
- Evidence of the practice of a high level of confidentiality
- Diligent and firm with high ethical standards

Working Conditions

Evening and weekend work may be required as job duties demand. Occasional travel necessary.

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 is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Supervisory Responsibility

None.

Equal Employment Opportunity Policy

The Western States Petroleum Association (WSPA) is an equal opportunity employer and is committed to providing a non-discriminatory employment environment for all of its employees. It is WSPA's long-standing policy to provide equal employment opportunity without regard to race, religion, creed, color, sex, sexual orientation, age, national origin, ancestry, physical or mental impairment, military service, citizenship of individuals legally authorized to work in the United States or any other basis prohibited by law.

For consideration, please forward cover letter with salary expectations and resume to joe@wspa.org. No calls please!