



Position: **Human Resources Manager**

Employment Type: Regular Full-Time (Hourly/Non-exempt)

Department: Finance & Administration

Salary Range: Based on Experience

Reports To: Executive VP & COO

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### **ABOUT THE ROLE**

The HR Manager is responsible for the day-to-day management and administration of human resources. This person serves as a trusted advisor to the leadership team and a valuable resource for employees. To be successful in this role, the HR Manager must be knowledgeable about California employment law and a strategic thinker. The HR Manager is responsible for HR policies and procedures implementation and works closely with the COO on policy development and professional development opportunities for staff. The person in the position communicates about Pacific Symphony's values and serves as a role model for them.

### **PRIMARY RESPONSIBILITIES:**

1. Create, implement, and recommend human resources policies and objectives that support the company's goals.
2. Identify legal requirements impacting the human resource function; monitor potential exposure and mitigate company risk.
3. Function as a trusted advisor to management; provide guidance and coaching to support management and leadership capabilities across teams.
4. Develop and facilitate motivation, recognition, and group cohesion initiatives.
5. Support and facilitate the implementation of strategies, programs, and activities to enhance employee wellness and morale, including in consultation with PS ombuds and DEI/DEBI initiative participants.
6. Serve as primary staff contact for communications about employee relations concerns; ensure necessary investigations are initiated if necessary, documented and completed by independent HR advisors or counselors by referral, while working in consultation with the EVP & COO and/or President & CEO
7. Inform the EVP & COO and President & CEO of concerns and potential problems that may jeopardize the achievement of organizational objectives.
8. Create and implement innovative programs for talent acquisition, diversity and inclusion, employee retention, and engagement.
9. Responsible for the administration of employee programs such as benefits, safety, and wellness programs (includes Cal/OSHA and COVID prevention policies and procedures).
10. Assist with creating and maintaining compensation programs; conduct periodic wage and benefit surveys.
11. Maintain an up-to-date library of current job descriptions.



12. Implement standard recruiting practices and procedures; manage the recruitment of qualified applicants and ensure that recruitment and hiring practices are followed, including with consideration of input and guidance from DEI/DEBI initiative participants.
13. Administers and manages the new hire onboarding and orientation process.
14. Implement training and development programs including management training in partnership with the COO, President and with input from DEI/DEBI initiative participants.
15. Function as a liaison with vendors, brokers, administrators, training specialists, etc.
16. Keep accurate and detailed employee records current including medical files, benefits files, I-9s, and performance documentation.
17. Responsible for completing, organizing, and relaying information to various reporting agencies as required by law (i.e. EDD, IRS, SSA, EEOC).
18. Responsible for enforcement of company policies and standards through written material, training, and administration.
19. Maintain and update the employee handbook.
20. Support and facilitate internal human resources audits and reporting on a regular basis.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

#### **EXPERIENCE AND EDUCATION**

- Bachelor's degree in human resources, psychology, or business administration a plus
- HR certification such as SPHR, PHR, SHRM-SCP, or SHRM-CP a plus
- Minimum of 4 years of experience in human resources
- Excellent written and verbal communication skills
- Prior ADP experience a plus
- Proficiency with Microsoft Office including Word, Excel, and Outlook

Want to be a part of our dynamic organization? We are dedicated to bringing the power of music to our community. Apply now for this amazing opportunity to join an organization that is committed to enriching the lives of people.

#### **TO APPLY**

- Email your resume, cover letter and salary requirements to **Shawn Jough - shawn@strategichradvisory.com**
- Please begin your subject line with the words "Pacific Symphony HR Manager"
- No phone calls please

#### **ORGANIZATIONAL BACKGROUND:**

The Pacific Symphony is the largest orchestra formed in the U.S. in the last 50 years and is recognized as an outstanding ensemble making strides on both the national and international scene. Our mission is to inspire, engage, and serve Orange County and the region through exceptional music performances, education, and community programming.



Founded in 1978, Pacific Symphony enriches the human spirit through superior performances of classical and symphonic music. Pacific Symphony is located in Orange County; California's second most populous county, boasting a rich arts tradition strongly supported by an engaged public. The region is a tourism magnet, home of Disneyland, and a major financial and business hub.

Pacific Symphony is a highly dynamic and innovative organization, led artistically by Music Director Carl St.Clair and operationally by President John Forsyte. The Symphony has been designated as a Tier One orchestra by the League of American Orchestras, joining the ranks prestigious orchestra such as the LA Phil, Chicago Symphony, and New York Philharmonic.

In most years, Pacific Symphony presents more than 100 concerts annually and serves 250,000 community members. The Symphony is nationally and internationally recognized for performance excellence, strong community engagement through education and other programming and for commissioned new works by contemporary composers. Pacific Symphony twice received prestigious ASCAP Awards for Adventuresome Programming and was showcased in the League of American Orchestras' nationally released publication entitled *Fearless Journeys*. Pacific Symphony's Class Act elementary school education program has been honored by the National Endowment for the Arts and the League of American Orchestras for its exemplary orchestra education.

Resident for much of the year at the renowned Renée and Henry Segerstrom Concert Hall, the Symphony also presents a summer outdoor series at Five Point Amphitheatre. Music Director Carl St.Clair just celebrated his 30<sup>th</sup> season with Pacific Symphony, while Principal Pops Conductor Richard Kaufman is currently celebrating his 30th season leading the Pops series.

*Pacific Symphony values diversity in its workforce and is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law.*