**Human Resources Consultant**

O2 Employment Services is looking for an internal Human Resource Consultant. This is a full-time, regular role in Redding, CA. The HR Consultant directly contributes to the overall success of the organization by formulating partnerships across the HR function to deliver value-added service to management and employees that reflects the business objectives of each client. The role assesses and anticipates HR-related needs and seeks to develop integrated solutions. This position serves as a consultant to clients on human resource-related issues to maintain compliance.

**Compensation of the Human Resource Consultant:**

* $68,640- $93,600 Annual, Salary Exempt
* Vision, dental, medical
* Monday through Friday, 8:00 am to 5:00 pm; occasional evening and weekend work is required as job duties demand.
* Alternative workweek schedules are optional.

**Qualifications of the Human Resource Consultant:**

* Bachelor’s degree in Human Resources or related field required. Master’s degree preferred.
* SHRM Certified Professional, SHRM Senior Certified Professional credential or HRCI certification preferred.
* Knowledge of HR and applicable Federal and State employment laws required.
* 5+ years previous experience in a HR related field required with a knowledge of multiple human resource disciplines, including compensation practices, organizational diagnosis, employee and union relations, diversity, performance management, and federal and state respective employment laws.
* Must possess ability to regularly exercise both discretion and judgment in work.
* Must possess effective relationship management skills, business acumen, clear oral and written communication skills, and knowledge of organizational behavior and best practices.
* Ability to effectively evaluate and problem solve, with a company/client focus.
* Proficient with Microsoft Office Suite, HR-related software, and other technical/web-based programs required.
* Valid driver’s license.

**Responsibilities of the Human Resource Consultant:**

* Conducts regular meetings with clients and provides HR guidance when appropriate.
* Assists Leaves Specialist with processing and administering leave-of-absence requests, disability accommodation and paperwork based on federal, state, and local guidelines.
* Manages and resolves complex employee relations issues, and conducts effective, thorough, and objective investigations.
* Maintains in-depth knowledge of HR federal, state, and local legal requirements related to day-to-day management of employees, reducing legal risks, and ensuring regulatory compliance.
* Provides HR policy creation, guidance and interpretation, input on business unit restructuring, workforce planning and succession planning.
* Identifies training needs and participates in evaluation and monitoring of training programs to ensure success; follows up to confirm training objectives are met. Administers training programs where appropriate.
* Reviews and recommends compensation strategies to clients to ensure compliance and to enhance employee retention.
* Acts as a resource for payroll contacts to ensure their understanding and compliance with benefits, HR policies and regulations. Keeps management advised of potential problem areas and recommends/implements solutions as appropriate.
* Maintains human resource information system records and compiles reports from the database as needed.
* Maintains confidentiality and exercises discretion with all materials and information.
* Ensures that federal, state, and local safety laws, regulations, codes, and rules are observed.
* Creates and amends miscellaneous documents and updates Client Summary Sheets as needed.
* Completes special projects by clarifying project objectives(s); conducting research: developing and organizing information.
* In close partnership with the management team, jointly delivers all facets of Teamwork HR solutions to clients.
* Assists with onboarding of new clients, annual client enrollments, and related activities as needed.
* Supports introduction of new products/services and technologies such as: electronic onboarding and benefits enrollment.
* On occasion, assists with new hire onboarding, requiring face to face interaction with new hires.
* Interviews personnel and conducts on-site observation when necessary.
* Analyzes information gathered and develops recommended solutions in a timely manner.
* Documents findings and prepares recommendations for implementation of new systems, procedures, or changes as needed.
* Provides feedback and support to clients by way of training and training materials where appropriate. Offers ideas, materials, and guides in order to best resolve concerns.
* Maintains confidentiality and organization of files of investigations conducted and information received.
* Works with Sales staff in sales process.
* Represents Teamwork HR and O2 Staffing in community events and activities as required.
* Assists Teamwork HR/O2 Staffing clientele with recruitment needs, analyzing what best fit is for our client based on O2 Staffing services or Teamwork HR services.
* Regular travel is required, and the employee is required to have a valid driver’s license and reliable transportation. Travel is primarily local during the business day, although some out-of-the-area and overnight travel is expected.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

*O2 Employment Services is an Equal Employment Opportunity Employer. Reasonable accommodations may be made to enable individuals with disabilities or sincerely held religious beliefs to perform the essential functions of the position.*