



## JOB DESCRIPTION

<b>Job Title:</b>	Human Resources Manager - Operations	<b>Reports to:</b>	Human Resources Director
<b>Department:</b>	Human Resources	<b>Supervises:</b>	Human Resources Representatives, Human Resources Assistants
<b>FLSA Status:</b>	Exempt (Salary)	<b>Job Code:</b>	

**Purpose:** To improve people’s lives

**Vision:** To grow and deliver the highest quality fruit and create value for our customers, employees, and growers.

**Mission:** The Sage family is admired for being the industry leader. We are passionate about creating value and improving people’s lives.

**Role Summary:** The Manager oversees all areas of employee relations, worker’s compensation, training and education, leave management, compensation, recruitment, onboarding, and employee performance for their respective area of the organization (production or orchard). This position works in collaboration with Management and oversees HR operations related to the implementation and coordination of HR strategies, programs, and services.

**Values:** Demonstrates behaviors which contribute to the growth and achievement of Legacy’s mission:

- Integrity: We do the right thing, even when no one is watching.
- Respect: We practice the “Golden Rule”.
- Teamwork: We work together to achieve common goals – no barriers.
- Excellence: We continuously look for ways to creatively improve.
- Accountability: We are personally responsible for delivering desired results.
- Passion: We earnestly care about outcomes and perceptions of others.

### Leadership Responsibilities:

- Serves with Leadership Accountability and quality hiring advocate.
- Lives our Purpose, Mission, Vision, Values.
- Supervises team by providing coaching, performance management, and ensuring compliance with appropriate laws and practices and requests for information.
- Ensures excellent customer service is provided to employees, applicants, managers, and other community members.
- Completes performance evaluation plan (PEP) on employees in a timely and constructive manner.
- Works with management to understand current and future needs and develops process improvement plans.
- Participates in intra-departmental and inter-departmental efforts for continuous safety, quality, and productivity improvement.
- Designs methods for continuous improvement in the delivery of services by soliciting internal and external feedback, using best practice models and organizational goals.
- Provides counsel to management team on policies and practices regarding employment issues.

- Strategic planning, continuous improvement innovation, directs team to achieve goals and objectives
- Prepares budgets, develops business plans, identify opportunities for improving budgets
- Promotes and completes required training.

**Job Duties/Responsibilities:**

- Reviews and make recommendations to Senior Leadership for improvements to policies, procedures and practices on Human Resources matters
- Communicates changes in policies and facilitates necessary associated education
- Oversees all employee relations and employee performance evaluation activities in respective area
- Consults legal as needed
- Responsible for worker's compensation program
- Oversees the area's leave management program
- Has oversight over the area's training and education program
- Has oversight over area's sourcing, recruitment, and onboarding efforts.

**Education & Experience:**

- Bachelor's degree in Human Resources, Business Administration required. Related experience may be substituted in lieu of education.
- A minimum of three years of human resource management experience preferred
- Bilingual in Spanish required

**Certificates & Licenses:**

- Professional in Human Resources (PHR), SPHR, or CCP certification preferred

**Physical Requirements/Knowledge/Skills/Abilities:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to access and navigate each department at the organization's facilities.
- Ability to write, communicate, understand, remember, and apply oral and/or written instructions or other information in English.
- Ability to plan, organize, and carry out assignments from management staff with minimal direction.
- Ability to analyze situations, interpret data and make decisions that have moderate impact on immediate work unit.
- Ability to organize and prioritize job duties in an effective and timely manner, set priorities and meet critical deadlines.
- Ability to maintain accurate files and records.
- Physical requirements for this position include hearing, seeing, speaking, feeling, reaching, pinching, and repetitive motions.
- This position requires standing and walking for long periods of time.
- This position requires exerting up to 20 pounds of force in order to lift, carry, pull, or move objects.

*"Legacy Fruit provides reasonable accommodations to assist qualified individuals in order to perform the essential duties/requirements their job requires. The description is intended to provide only basic guidelines for meeting job requirements and serves as merely a summary rather than a complete listing of duties. Responsibilities, knowledge, skills, abilities, and working conditions may change as needs evolve. This job description does not constitute a contract as employment is at will."*

<b>Employee Signature:</b>	<b>Date:</b>
----------------------------	--------------

Print Name:	
-------------	--