

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Senior Manager, Human Resources
DEPARTMENT: Human Resources
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Senior Manager, Human Resources is responsible for managing the daily operations of the Human Resources office. In addition, the Senior Manager, Human Resources is responsible for coordinating HR policies and programs, ensuring AFI is in full compliance with applicable laws and regulations. The position will work closely with the Director, Human Resources to develop, implement and evaluate ongoing policies, programs, functions and activities.

PRINCIPAL DUTIES:

- Plan, direct and supervise all activities related to the administration and maintenance of HR programs.
- Develop, implement and control programs and activities in a manner that ensures cost effectiveness, market competitiveness and internal equity.
- Supervise the administration of benefits programs, including conducting market analysis, and serve as the primary contact for specific plans.
- Assist the Director, Human Resources in the daily administration of other HR services as directed or assigned, including recruitment, contract negotiation and administration, EEO compliance, job classifications, performance evaluations and employee relations.
- Develop, prepare and analyze ongoing ad-hoc special reports as assigned and directed.
- Collaborate with the Director, Human Resources to establish an in-house employee training system that addresses company training needs, including needs assessment, new employee orientation, management development and the measurement of training impact.
- Counsel and advise employees on employee relation issues to create an environment of mutual respect and collaboration.
- Monitor and advise employees on human resources issues related to performance evaluations and supervision.
- Collaborate with the Campus Facilities team to manage campus parking processes and policies, including fine collections and towing authorizations.
- Collaborate with the Supervisor, Security Operations and the Manager, Campus Facilities to update campus security procedures and policy memos.
- Collaborate with the Campus Facilities team to develop and execute campus-wide safety protocols and initiatives.
- Supervise the Administrative Assistant Human Resources and the Campus Information Officers.
- Review and update all job descriptions and monitor job searches.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Professional HR Certification required: PHR, SPHR, SHRM-CP or SHRM-SCP.
- Minimum six years of experience in human resources management.
- Minimum four years experience working in a union environment.
- Minimum five years direct supervisory experience with proven leadership abilities.
- Thorough knowledge of federal and state labor laws.
- Strong skills in examining and re-engineering operations and procedures, formulating policy and developing and implementing new strategies and procedures.
- Excellent oral and written communication skills, including strong grammatical and proofreading abilities.
- Highly developed customer service skills with the ability to establish and maintain rapport with internal and external contacts. A champion for exceptional customer service to provide solutions to operational issues and concerns, and demonstrated ability to provide end-users with best-in-class service and timely creative solutions.
- A commitment to excellence and to making a meaningful difference; results-driven, improvement-focused and action-oriented with the ability to handle an array of small scale and large scale responsibilities simultaneously and proactively and continually strive for process improvements and success.
- A commitment to thorough and accurate resource documentation.
- Strong leadership, time management and multi-tasking skills, coupled with the ability to work independently.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Ability to work independently while being an integral member of a high-functioning team.
- Demonstrated ability to foster relationships with companies that can produce partnerships and yield support of the Institute.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion at all times.
- Experience working with a broad base of leaders and leadership styles to train, manage and motivate employees.
- Strong analytical and problem solving skills and the ability to effectively apply these skills to a diverse set of issues.
- An innate ability to inspire employees to accomplish common objectives and goals.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.
- Strong computer skills with proven knowledge of Microsoft Word and Excel. Knowledge of PowerPoint is beneficial.
- Must be available to work some evenings and weekends and be available by personal cell phone during non-office hours for time sensitive, business-related communications.