



## **HUMAN RESOURCES SPECIALIST**

PADI, the global leader in Scuba Diver Training, is searching for a full-time **HUMAN RESOURCES SPECIALIST** at our corporate headquarters in Rancho Santa Margarita, California. (The role may also be located in Winter Park, Florida.) PADI offers its employees a unique culture centered around an active lifestyle, fun and hardworking colleagues, interesting work, competitive salary and outstanding benefits. We are an amazing company searching for amazing people to join our team!

Working in support of the Manager, Human Resources and the PADI staff, the HR Specialist administrates policies relating to a variety of human resources functions, with emphasis on benefits, training, workers compensation and leave of absence management with the opportunity to participate in other functional areas of Human Resources.

### **What You Will Do**

#### **Benefits Administration and Planning**

Working in coordination with the Manager, Human Resources:

- Interface with broker/partner to ensure PADI's benefits processes and offerings are well defined and administrated efficiently
- Facilitate Open Enrollment process
- Orient new employees on their benefits
- Answer questions and concerns raised by employees related to their benefits or enrollment
- Ensure that billing is audited monthly for accuracy and submitted to Finance in a timely manner for payment
- Audit COBRA enrollment monthly and reconcile to premium billing
- Coordinate wellness program using a variety of methods to increase engagement
- Organize annual health fair

#### **Training and Development**

- Facilitate and keep accurate records of mandatory Anti-Harassment Training for management and employees in accordance with legal requirements.
- Responsible for the company's Injury and Illness Prevention Safety Program (IIPP). Review and update as needed. Present Safety Training and review the entire IIPP with regular employees, temporaries' and or contractors as needed.

#### **Leave of Absence Administration**

- Maintain awareness of employee health and welfare to enable the Company to properly designate employee absences as leaves of absence
- Remain up to date on any new laws or regulations affecting the administration and designation of mandated leaves of absence and inform Manager, Human Resources of changes that may impact the written policies related to leaves
- Working with the HR Assistant, guide and direct employees through the leave of absence process
- Maintain a tracking system for leaves that protects both the company and maintains the rights of the employee
- Consistently utilize the interactive process with employees during their leaves of absences to ensure efficient communication regarding the leave
- Keep both the Manager, Human Resources and the employee's manager informed of

developments related to an employee's leave of absence

## **Employee Relations**

Working in conjunction with the Manager, Human Resources:

- Assist in the support of managers and supervisors with coaching, discipline and documentation of employee issues such as employee relations, development and performance management.
- Support employees on all employment relations issues, concerns, questions and general information as needed
- Provide excellent customer service to all managers and employees.
- Be a positive advocate for employees to promote good employee morale

## **Regulatory Environment**

- Keep current with both State and Federal labor laws
- Assist in the development and implementation of personnel policies and employee handbook to achieve compliance with current state and federal regulations
- In coordination with the Manager, HR, manage Workers Compensation Insurance renewals, manage and control the contracts.
- Responsible for annual Workers Injury posting Form 300A
- Responsible for annual legal postings

## **Organization, Strategic Planning & Compensation**

- Manage the Performance Appraisal process
- Review, update and approve job descriptions
- Monitor job classifications and make recommendations on needed changes
- Research, initiate and recommend salary, benefit and organizational changes to PADI's management team
- Assist with departmental budget

## **Administration and Automation**

- Leverage existing technologies for greater department efficiency, working with IT for continued improvements
- Administer Awards and Recognition program; order quarterly awards
- Administer GAB program; order GAB gift supplies and track program cost

## **Events, Meetings and Committees**

- Advisor and member of Safety Committee
- Member Employee Functions Committee
- Coordinate "All Employee" Meeting
- Coordinate the Year End Celebration

## **What You Will Need to Be Successful**

- Bachelor's degree (B. A.) from a four-year college or university in Human Resources or related field, or equivalent combination of education and experience.
- 3-5 years of experience in human resources or related field.
- Excellent communication skills.
- Excellent customer service for employees, customers and vendors
- Excellent listening skills
- Positive approach to problems and challenges
- Ability to empathize with others

- Absolute confidentiality required.
- Must have excellent interpersonal skills.
- Ability to organize, coordinate and effectively manage time and meet deadlines and commitments
- Ability to effectively multi-task in a fast-paced environment

Founded in 1966, PADI has grown consistently through our 53 years in business, continually raising the bar for the industry we are all so passionate about. We know who we are as a company but never let that hold us back from reinventing ourselves and keeping our mission modern and relevant. One thing that stays consistent is our mission to be “The Way the World Learns to Dive”. PADI has certified over 27 million divers during our history, an achievement no other scuba diving agency can claim.

PADI strives to create a work environment that respects individual contribution while maintaining a strong team approach for successful execution of business objectives. The executive team believes in a work-life balance that enables employees to meet their personal and family needs with flexible hours and a robust benefits plan.

If this job sounds interesting to you and you meet these requirements described above we'd like to get to know you! Please submit your resume & salary requirements to [jobs@padi.com](mailto:jobs@padi.com) . To learn more about our company visit us at [www.padi.com](http://www.padi.com)

Applicants must possess the right to work in the United States.

PADI is The Way the World Learns to Dive.