



First Corporate  
s o l u t i o n s

**JOB TITLE:** Human Resources Business Partner

**LOCATION:** Sacramento, Ca

**JOB SUMMARY:**

The HRBP will oversee Human Resources responsibilities, including performance management, legal compliance, retention, development, labor relations, diversity, payroll, compensation and any additional employee-related situations. This position will act as a strategic business partner to the management team to create training and development plans to allow our employees to be successful. Minimizing legal risk is also an important component of this role.

**ESSENTIAL RESPONSIBILITIES:**

- Provide guidance to Managers regarding the right courses of action to take to limit exposure and increase employee satisfaction
- Assists in the development and implementation of personnel policies and procedures; maintains the employee handbook and org chart
- Maintains employee personnel files
- Ensures compliance with USCIS I-9 Employment Eligibility Verification
- Participates in developing successful HR campaigns such as Open Enrollment, and Employee Opinion Surveys
- Recruit for open positions using a variety of search options
- Review applications and interviews candidates to match experience with job-related requirements
- Interpret and apply state/federal employment laws as well as company policies and procedures
- Oversee the handling of investigations, performance management and involuntary terminations
- Process semi-monthly payroll, ensure employee timekeeping falls within company policies and public statues
- Develop and manage retention and employee satisfaction plans
- Performs benefits administration, including claims resolution, changes, approving invoices, and communicating benefits information to employees
- Reports and monitors all workers' compensation case files; follows up on open cases
- Handles labor relations including maintenance of our pro-employee philosophy and, if applicable, administration of third party relationship(s).
- Develop and facilitate training for employees at all levels such as Review writing, Performance Management, Discrimination and Harassment Prevention training
- Act as a mentor
- Ensure consistency of our processes, guidelines and fair and equal treatment for all employees
- Seek to improve job performance through self-assessment, skill development, training and goal setting

- Maintain a regular and reliable level of attendance and punctuality
- Perform miscellaneous job-related duties as assigned

**QUALIFICATIONS:**

*Education-*

- Bachelor's Degree

*Experience-*

- 3 years of successful performance as an HRBP preferred
- Must possess a valid driver's license with a safe driving record

*Knowledge/Skills/Abilities-*

- Excellent leadership skills
- Solid knowledge and understanding of state and federal employment laws
- Competency in cultural awareness
- Demonstrated perseverance
- Ability to maintain confidential information
- Excellent time management and organizational skills; proven to achieve results
- Intermediate Microsoft office skills preferred
- Excellent communication skills, both verbal and written
- Comfortable working independently or in a team
- Complete knowledge and understanding of company's principles, policies, procedures and standards
- Ability to apply experience based knowledge and leadership skills toward organizational goals
- Strong sense of initiative, requiring little direct supervision
- Ability to exercise sound judgment to make decisions toward the objective of satisfying all brands

**Salary: DOE**

First Corporate Solutions is an EOE and offers a competitive benefits package. Salary is DOE. To be considered for this position please submit your resume and cover letter summarizing your experience to [careers@ficoso.com](mailto:careers@ficoso.com) Thank you for your interest!