

Position Summary

The Human Resources Consultant II is responsible for various HR functions related to everyday business operation for our client base. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action, and employment law compliance. Provide advice/counsel to other consultants as requested. The client base for the HRG position will primarily focus on the Cannabis business space.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Advise management on the administration of human resources policies and procedures
- Confer with management to develop or implement personnel policies or procedures; Educate and communicate policies and procedures to new and current employees/employers
- Oversee onboarding of newly hired employees to include: employee handbook overview, employment documents, write job descriptions, and benefit enrollment
- Create and maintain complete and confidential files on each assigned client. Process, verify and assist in maintaining documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations and classifications via or HUB or HR portals.
- Provide management with information or training related to interviewing, performance appraisals, counseling techniques, or documentation of performance issues
- Assist Employers in managing workers' compensation injury claims
- Presenting training sessions related to specific HR programs
- Provide onsite assistance to our HR clients as needed
- Respond to various information requests from governmental agencies in a timely manner
- Serve as a sounding board in validating the client's decision
- Oversee company benefit administration to include enrollment forms, plan questions, claims resolution, and open enrollment
- Establish and maintain department records and reports; recommend new approaches, policies, and procedures to effect continual improvements in efficiency and services

performed

- Analyze employment-related data and prepare required reports
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA)
- Maintain up to date knowledge of Bureau of Cannabis Control regulations for businesses in the Cannabis field
- Perform other duties as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities)

- A Bachelor's degree in Human Resource Management or five years of related experience and/or training or equivalent combination of education and experience
 - Knowledge of Cannabis employment regulations
 - Experience acting as an executive coach, working with Senior level management
 - Ability to work independently with little supervision required.
 - Ability to work within timeframe of standard policies and procedures.
 - Ability to maintain confidentiality related to sensitive company and employee information.
 - Thorough knowledge of HR principles and federal/local regulations
 - Excellent ability to multi-task and prioritize in a busy, fast-growth environment
 - Proficiency in MS Word, Excel and Power Point is essential
 - Must possess consulting skills that will effectively address key issues among various small business clients
 - Must be able to get to the point with clients, resolve issues and give advice in a brief concise manner
 - Exhibit extraordinary discretion, confidentiality, flexibility, and willingness to work closely with team

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.