



**E.S.BABCOCK & Sons, Inc.**

Environmental Laboratories *est. 1906*

## **Director of Human Resources**

Salary: Contingent upon Experience  
Location: Riverside, CA  
Type: Full-Time Employee  
Experience Level: Experienced  
Date Posted: December 14, 2011

### **Company Profile:**

Founded in 1906, Edward S. Babcock & Sons, Inc. is an environmental laboratory, with state-of-the-art facilities, specializing in the analysis of water, wastewater and hazardous waste. ESB conducts water testing for a variety of municipal and industrial clients. The vision of ESB is to create a positive environment where laboratory professionals proudly deliver unparalleled services. The mission is to produce the highest quality, most reliable environmental services and analytical data possible.

As a recipient of the American Council of Independent Labs Seal of Excellence Award, the staff at Edward S. Babcock & Sons, Inc. has demonstrated a commitment to the quality of data and services that the company provides to its customers. This award sets the laboratory apart by demonstrating a continued commitment to quality and customer service.

We offer competitive compensation and a comprehensive benefits package. To learn more about ESB go to [www.babcocklabs.com](http://www.babcocklabs.com) today! Join this award winning team!

**Job Summary:** Plans and administers policies relating to all phases of human resources activity by performing the following duties personally or through subordinate supervisors.

### **Job Duties:**

- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance
- Recruits, interviews, tests, and selects employees to fill vacant positions
- Plans and conducts new employee orientation to foster positive attitude toward company goals
- Keeps records of benefits plans participation such as insurance and retirement plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting
- Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment
- Advises management in appropriate resolution of employee relations issues
- Responds to inquiries regarding policies, procedures, and programs
- Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance
- Investigates accidents and prepares reports for insurance carrier
- Prepares budget of human resources operations
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations
- Writes and maintains job descriptions
- Develops and maintains a human resources system that meets top management information needs

- Manages affirmative action and equal employment opportunity programs
- Enforces safety policies and procedures and insures employee adherence to company policies and practices including, but not limited to, issues of client confidentiality, and ethical and legal behavior

**Job requirements:** Bachelor's degree (B.A.) from four-year college or university and at least three years related experience and/or training; or equivalent combination of education and experience.

EOE, M/F/D/V

**Email resume and cover letter to the human resources department at [thudson@babcocklabs.com](mailto:thudson@babcocklabs.com)**