



Human Resources Manager

WHO WE ARE:

Dry Creek Vineyard, one of Sonoma County's premier family-owned legacy wineries, is seeking a Human Resources Manager to join our incredible team! We are a collection of passionate, fun-loving professionals whose dedication to fine wine and connecting with others is at the heart and soul of each bottle that we produce. Now in our 53rd year of operation, we are firmly committed to a "No Compromises" mentality, producing appellation-focused, *terroir*-driven, varietal-defining wines. We are 100% certified sustainable, and we care deeply about our wines, our customers and each other. If our philosophy speaks to you, we want YOU to be a part of our team!

WHO WE'RE LOOKING FOR:

Are you a master of workplace harmony? A whiz at handling policies, paperwork, and people with equal finesse? Do you dream of pairing your HR expertise with the dynamic world of wine? If so, grab your favorite vintage and read on – because we're looking for you!

At our winery, the HR Manager is much more than a job title. You're the secret sauce that keeps our team thriving, compliant, and excited to raise a glass to each day's work. You're not just a rule-follower; you're a culture-builder. With your mix of precision and passion, you'll tackle everything from payroll to policies, ensuring smooth operations and satisfied employees. You'll also help us stay ahead of the curve with your knowledge of HR trends, employment law, and best practices. Get ready to oversee onboarding like a sommelier curates wine pairings – making every new hire's experience unforgettable. You will counsel executives and managers with empathy and savvy, turning challenges into solutions while championing compliance for federal, state, and local laws, and wine industry-specific certifications. As the HR Manager, you'll maintain personnel files with the care and precision of a winemaker selecting the perfect blend and keep the employee handbook as current and reliable as our favorite wine vintages.

RESPONSIBILITIES INCLUDE:

- Administer and execute human resource programs including compensation, benefits, leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition; occupational health and safety; and training and development.
- Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Review, track, and document compliance with mandatory and non-mandatory training, including safety and anti-harassment training.
- Recruit, interview, and facilitate the hiring of qualified job applicants for open positions; collaborate with departmental managers to understand skills and competencies required for openings.
- Assess, develop, and implement management and employee training programs.
- Process biweekly payroll and oversee all payroll-related functions.
- Ensure compliance with Winery Sustainability certification and audit, develop annual HR Plan.

- Ensure the employee handbook is current and answer questions relating to any/all handbook inquiries.
- Administer the 401K/Retirement Program, including annual census and Federal Tax Form 5500 filing.
- Maintain job descriptions, ensure compliant with regulations/laws.
- Manages worker's compensation claims and employee relations concerning injuries.

REQUIRED SKILLS/ABILITIES

- Excellent listening, verbal, and written communication skills, with the ability to effectively communicate at all levels; extensive experience counseling executives, managers, and employees in sensitive situations.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Customer service mindset; good judgment and high emotional intelligence.
- Proven skills in selecting talent, upholding a healthy internal culture, and developing others.
- Ability to act with empathy, integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Experience with ADP Workforce Now a plus.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Human Resources, Business Administration, or related field preferred.
- Five plus years of human resource management experience preferred, preferable in the wine industry.
- SHRM-CP a plus.

Does this sound like the type of role you would like to learn more about? Send your resume and cover letter to Careers@drycreekvineyard.com

The salary for this role ranges from 90K – 120K annually.