

HUMAN RESOURCES ASSISTANT MANAGER

Under the general direction of the Human Resources Manager, the Human Resources Assistant Manager is responsible for the administration of Human Resources policies, procedures, and programs for all Guild employees and the administration of the staff collective bargaining agreement (CBA). Also assists HR Manager with compensation and benefits, employee relations, recruitment and hiring.

This full-time, exempt (salaried) confidential position is a grade 12. Compensation is commensurate with experience. The annualized base salary range is \$90,000 – \$105,000.

The WGAW is an activist union representing thousands of writers of feature films and episodic content. Throughout its history, the WGAW has successfully secured creative rights, fair compensation, and premium benefits for its members, and recently reformed talent agency business practices to better align with the interests of writers. One way the WGAW builds power among writers is by providing them with the resources they need to understand, navigate, and confront challenges in the entertainment industry. In a landscape of corporate consolidation and technological change, an informed and organized membership has never been more important.

ESSENTIAL FUNCTIONS

1. Assists in formulating, implementing, and managing policies relating to all phases of Guild employment, including for staff within and outside of the bargaining unit;
2. Administers the collective bargaining agreement for represented staff, ensuring consistency and compliance in its application.
3. Represents the Guild at personnel-related hearings, including grievances and arbitrations under the staff collective bargaining agreement, and assists with Guild personnel-related investigations;
4. Assists in the management of Guild employee benefit programs;
5. Assists in the management of compensation and job classification program for non-bargaining unit employees of the Guild;
6. Assists in the management of an effective employee relations program including disciplinary actions when necessary;
7. Responsible for developing and managing an effective recruiting program along with HR Manager;
8. Assists with training and development of supervisory staff in Human Resource-related skills for a unionized workplace;
9. Conducts workplace investigations and prepares reports of findings;
10. Consults with HR Manager, General Counsel and executive staff to formulate and implement Guild policy and training programs to comply with State and Federal laws;
11. Other duties as assigned.

OCCUPATIONAL QUALIFICATIONS

- Minimum of five years of experience in Human Resources in workplace with unionized staff is required.
- Human Resources experience working for union or other non-profit is highly desirable.
- Extensive knowledge of human resources principles and practices, including knowledge of state and federal employment laws.
- Excellent written and verbal communication skills.
- Exceptional interpersonal skills, with experience counseling and interviewing staff.
- Computer literate in MSWord and Excel.
- Extensive analytical skills.
- Ability to define problems, formulate and implement solutions.

- Prior experience with an HRIS database desired.
- Ability to interact calmly, tactfully, and with total discretion and to maintain a high level of confidentiality.

The WGAW offers excellent range of benefits to employees, including: no employee premium for self-coverage in medical, dental, and vision plan; pension plan; 401(k) plan with partial employer match; 13 paid holidays; generous paid vacation leave and sick leave; and 12 weeks of paid parental leave (in coordination with statutory family and medical leave benefits).

Interested applicants should email **cover letter and resume** to the Human Resources Department of the Writers Guild at [Recruitment](#).

For more information on the WGAW, please visit: www.wga.org

WGAW is an equal opportunity employer. We strongly encourage qualified people with diverse backgrounds to apply.