



Senior Manager, Human Resources

POSITION SUMMARY

Working in partnership with senior Human Resources leadership, the Human Resources Generalist will play an integral role in the development, implementation and administration of Human Resources at Denovo. This role is responsible for managing the implementation and administration of the Human Resources function including company policies and procedures, regulatory compliance, compensation, benefits, employment, employee relations, training and development, workforce planning, and workers' compensation insurance. This role will report to the COO (Chief Operating Officer) and is based in San Diego, CA.

The successful candidate will work with all levels of the Company, is hands on and must demonstrate professional discretion, independent judgment, strong initiative and follow through, a customer service orientation with focus on developing and modeling an effective company culture.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provides Human Resources (HR) support:
 - Supports Human Resources function and serves as point of contact for all HR inquiries
 - Provides guidance and support to employees and handles day-to-day employment issues
 - Engages in employee discussions to develop an atmosphere of trust and transparency
 - Implements HR policies, procedures and processes and identifies necessary enhancements
 - Partners with HR leadership to recommend and develop new policies and procedures
 - Conducts New Hire orientation and on boarding
 - Manages separation process and conducts exit meeting interviews
 - Data management
 - Develops, organizes and maintains all employee records and data
 - Prepares and maintains employee reports
 - Completes verification of employment requests (VOEs)
 - Prepares and maintains site organizational charts
 - Performance Management / Career Development
 - Works with leadership team to develop tools and process
 - Prepares/distributes communications and tools
 - Works with managers and employees to answer questions and complete process
 - Responsible for driving organization to annual timeline
 - Evaluates employee relations issues and meets with managers and employees to determine effective intervention for resolution (Partners with HR leadership)
 - Proactively escalates critical issue as appropriate.
 - Benefits
 - Addresses day-day questions; resolves issues
 - Participates in benefits enrollment and renewal reviews
 - Evaluates and implements site related employee benefits
 - Partners with senior leadership to ensure a safe company environment for employees
 - Assists with Workers Compensation and OSHA requirements
 - Recruitment
 - Responsible for recruitment postings and managing Applicant Tracking

- Prepares job descriptions
- Coordinates approval processes, interview scheduling and offers
- Participates in resourcing strategies and selection process
- Compensation/payroll/accounting
 - Works with payroll to ensure employee data is aligned and maintained accurately
 - Manages annual merit and promotion administrative process
 - Assist HR leadership to prepare compensation survey data and salary reviews as needed
 - Participates in annual budget process
- Champions a consistently fair and harassment free work environment in compliance with all relevant laws, regulations and company standards
- Recommends and implements employee training and recognition programs

JOB QUALIFICATIONS

Education, Certifications, Experience

- Bachelor's degree; minimum 5 years of progressive HR experience ideally in the life science industry
- Broad and current HR hands on experience including exposure or responsibility for recruitment, compensation, benefits, compliance (including knowledge of CA employment law), employee relations and file management
- HR/Payroll systems experience strongly preferred including implementing HRIS and Applicant Tracking systems

Knowledge, Skills and Abilities

- This is a highly collaborative environment where willingness and ability to communicate and work flexibly is essential
- PC proficiency in Microsoft office software is required
- Strong writing, analytical and problem-solving skills
- Knowledge of principles and practices of organization, planning, records management with well-developed administrative skills
- Demonstrated ability to communicate effectively with excellent customer service focus
- Ability to demonstrate professional discretion
- Ability to multi-task and prioritize effectively
- Must possess a strong commitment to high quality workmanship and team spirit

SPECIAL WORKING CONDITIONS

- Physical Activities: On a continuous basis, sit at desk for a long period of time; intermittently answer telephone and write or use a keyboard to communicate through written means. Some walking and lifting up to 25 lbs. may be required. The noise level in the work environment is usually low to moderate. The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Occasional travel may be required.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.