

CALIFORNIA LIFE SCIENCES ASSOCIATION

JOB INFORMATION

Position Title:	Director, Human Resources
Date Available:	April 15, 2015 - open until filled
Location:	South San Francisco, CA
Reports to:	Vice President, Membership & Administration
Hours:	Full-time; Monday – Friday between 8:00 am and 5:00 pm
FLSA Status:	Exempt
Travel:	Approximately 10%
Pay Range:	DOE

Brief Description of Company:

California Life Sciences Association (CLSA) is the leading voice for California's life sciences sector. We work closely with industry, government, academia, and other allies to shape public policy, drive business solutions and grow California's life sciences innovation ecosystem. CLSA serves over 700 biotechnology, pharmaceutical, medical device and diagnostic companies, research universities and institutes, investors, and service providers. CLSA was founded in 2015 when the Bay Area Bioscience Association (BayBio) and the California Healthcare Institute (CHI) merged to create the state's most influential life sciences advocacy and business leadership organization. CLSA has offices in South San Francisco, Sacramento, San Diego and Washington, D.C.

Position Summary:

CLSA is seeking to fill a position within the organization - Director, Human Resources, located at the South San Francisco office. The Director, Human Resources will guide and manage the Human Resources services, benefits, policies, and programs for the entire company. The Director will lead Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. The Director will assist and advise managers company-wide about Human Resources issues and will act as the local, on-site facilities and technology liaison.

Essential Functions:

Development of the Human Resources Department

- Develops and manages the implementation and administration of Human Resources programs;
- Oversees and manages the work of reporting (part-time) Human Resources assistant and encourages their ongoing professional development;
- Develops and monitors an annual budget that includes Human Resources services, benefits, employee recognition, team building, company philanthropic giving, and administration.
- With the VP, Membership & Administration, manages Human Resources consultants, attorneys, and training specialists, and coordinates company use of insurance brokers, insurance carriers, retirement advisors, and other outside sources.
- Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments.
- Leads the development of department goals, objectives, and systems.
- Establishes departmental measurements that support the accomplishment of the company's strategic goals.

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- Directs the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
- Develops and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the company.
- Participates in company staff meetings and attends other meetings and seminars.

Training and Development

- Leads the implementation of the performance management system that includes performance evaluations, performance development plans (PDPs) and employee development programs.
- Establishes an in-house employee training system that addresses company training needs including training needs assessment, new employee orientation or onboarding and management development.
- Assists managers with the selection and contracting of external training programs and consultants.
- Assists with the development of and monitors the spending of the corporate training budget.

Employment

- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
- Interviews management- and executive-level candidates; serves as interviewer for position finalists.
- Chairs any employee selection committees or meetings.

Employee Relations

- Formulates and recommends Human Resources policies and objectives for the company with regard to employee relations.
- Partners with management to communicate Human Resources policies, procedures, programs and laws.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Conducts investigations when employee complaints or concerns are brought forth.
- Monitors and advises managers and supervisors in the progressive discipline system of the company. Monitors the implementation of a performance improvement process with non-performing employees.
- Reviews, guides, and approves management recommendations for employment terminations.
- Leads the implementation of company safety and health programs. Monitors the tracking of OSHA-required data.

Compensation

- Establishes the company wage and salary structure, pay policies, and oversees the variable pay systems within the company including bonuses, raises and incentive programs.
- Leads competitive market research to establish pay practices and pay levels that help to recruit and retain superior staff.
- Monitors all pay practices and systems for effectiveness and cost containment.
- Leads participation in at least one salary survey per year.

Benefits

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- With the assistance of the VP, Membership & Administration, obtains cost effective, employee serving benefits; monitors national benefits environment for options and cost savings.
- Leads the development of benefit orientations and other benefit training.
- Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

Law

- Leads company compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and so forth. Maintains minimal company exposure to lawsuits.
- Directs the preparation of information requested or required for compliance with laws. Approves all information submitted. Serves as the primary contact with the company employment law attorney and outside government agencies.
- Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations.

Organization Development

- Designs, directs, and manages a company-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design, and change management.
- Manages employee communication and feedback through such avenues as company meetings, suggestion programs, employee satisfaction and engagement surveys, newsletters, employee focus groups and one-on-one meetings.
- Directs a process of organizational planning that evaluates company structure, job design, and personnel forecasting throughout the company. Evaluates plans and changes to plans. Makes recommendations to executive management.
- Identifies and monitors the organization's culture so that it supports the attainment of the company's goals and promotes employee satisfaction.
- Leads a process of organization development that plans, communicates, and integrates the results of strategic planning throughout the organization.
- Manages company wellness program.
- Keeps the VP, Admin and executive team informed of significant problems that jeopardize the achievement of company goals, and those that are not being addressed adequately at the management level.

Office Management

- Serve as local liaison for general office maintenance and technology at South San Francisco location; oversee repair and maintenance of facility and equipment, interface with landlord on facility issues, and maintain equipment leases.
- Maintain knowledge of computers, servers and network systems and manage new equipment purchase requests. Manage relationship with local tech support vendor.

Required Knowledge, Skills and Abilities:

- Hands-on, roll up your sleeves, self-starter attitude.

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- Broad knowledge and experience in employment law, compensation, organizational planning, organization development, employee relations, safety, and training and development.
- Above average oral and written communication skills.
- Excellent interpersonal and coaching skills.
- Demonstrated ability to lead and develop staff members assisting with Human Resources.
- Demonstrated ability to provide company leadership and direction.
- Demonstrated ability to interact effectively with the company Board of Directors.
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and skills in database management and record keeping.
- General knowledge of various employment laws and practices.
- Experience in the administration of benefits and compensation programs and other Human Resources programs.
- Evidence of the practice of a high level of confidentiality.
- Excellent organizational skills.

Education and Experience

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, Organization Development.
- Ten plus years of progressive leadership experience in Human Resources positions.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.
- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement, preferred.
- Possess ongoing affiliations with leaders in successful companies and organizations that practice effective Human Resources Management.
- Achievement of professional Human Resources credentials, SPHR/PHR or SHRM–SCP/CP.

Physical Requirements

- These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Human Resources Director's job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the Human Resources Director's job.
- While performing the responsibilities of the Human Resources Director's job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Relocation:

Not available.

CLSA Benefits:

CLSA currently offers a full suite of employee benefits including medical and dental insurance, LTD, STD and Group Life insurance, 401(k) plan with matching, and a generous paid time off and paid holiday schedule.

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How to Apply:

Qualified individuals should submit their resume with salary history to CHI Assistant Manager - Administration & Human Resources, Cheryl Stein, via email: jobs@chi.org