

## JOB PURPOSE

The Human Resource Manager will be responsible for leading the HR function for Micron and act as a strategic business partner to the leadership team. They will develop and execute HR strategies with a focus on key areas including compensation and benefits, recruiting life cycle, organizational effectiveness, learning and development, performance management, employee engagement and the development and implementation of policies.

## KEY ACCOUNTABILITIES

#  **Supervisory Responsibilities:**

* Lead and develop HR team in a high growth, rapidly changing environment.
* Manages daily workflow of the department.
* Supports recognition, discipline, and termination of employees in accordance with company policy.

## Duties/Responsibilities:

* Partners with the leadership team to understand and execute the organization’s human resource and talent strategy, particularly as it relates to talent needs, recruiting, retention, and succession planning.
* Forms effective relationships with employees – understand the culture, key talent, and engagement successes and challenges within the teams.
* Coach and guide HR team, management, and other staff when complex, specialized, and sensitive questions and issues arise. May be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
* Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
* Creates learning and development programs and initiatives that provide internal development opportunities for employees.
* Provide tools and support to help leadership teams drive employee engagement within their teams.
* Partner with the leadership team to enhance, develop and apply HR policies and procedures.
* Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
* Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
* Performs other duties as assigned.

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| **Micron Products**Job Description |

## JOB QUALIFICATIONS

* Excellent verbal and written communication skills. Must have the ability to communicate with different stakeholders at differing levels of authority and influence.
* Excellent interpersonal, negotiation, and conflict resolution skills.
* Excellent organizational skills and attention to detail.
* Strong analytical and problem-solving skills.
* Highly effective project and time management skills. Ability to shift from tactical to strategic thinking quickly.
* Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guideline, regulations, ordinances, and policies.
* Ability to act with integrity, professionalism, and confidentiality.
* Thorough knowledge of employment-related laws and regulations.
* Proficient with Microsoft Office Suite or related software.
* Bilingual in English and Spanish is preferred.
* Bachelor’s degree in Human Resources, Business Administration, or related field required.
* 7+ years of progressive human resource management experience with a record of delivering results.
* SHRM-CP or SHRM-SCP highly desired.