

Job Description

Position: Human Resources Business Partner **Date:** May 2026
Department: Human Resources **FLSA Status:** Exempt
Reports To: HR Manager

Scope

Under general supervision only the Human Resources (HR) Business Partner will provide HR generalist support of the company's strategic objectives. They will partner with Rantec leaders (directors, managers, supervisors) consistent application of the organization's policies and procedures. They will exercise discretion and independent judgement in matters of significant including leave of absences, internal investigations, employee relations, recruitment and selection, performance management, compensation and benefits, employee engagement, wellness, training and development, and safety ensuring full compliance with California employment law as well as other states, as required

This position serves as a key resource for HR Leadership, managers and employees regarding day-to-day HR matters and is expected to exercise independent judgment in recommending compliant and practical solutions consistent with company policy and applicable employment laws.

Essential Duties and Responsibilities, including, but are not limited to the following:

Employee Relations and Compliance

- Analyzes complex compliance issues, particularly related to California employment law.
- Use regular independent judgement and discretion to assess employment items and risks (wage and hour, employee policy/paperwork, employee complaints, requests for accommodations, etc.) and provide leadership recommendations.
- Lead and administer leave of absence (e.g., CFRA, FMLA, PDL), employee accommodation, and workers' compensation programs exercising judgment in assessing eligibility, documentation sufficiency and escalation of any risk.
- Lead the interactive process to identify, analyze, and implement reasonable accommodation for employees with disabilities or medical conditions and evaluate accommodation requests, including reassignment or leave extensions, and making recommendations to management.
- Conduct employee relations investigations with minimal supervision
- Provide solid written documentation for employee relations items complaints/concerns
- Maintain working knowledge of California and federal employment laws as well as HR best practices.

Work directly with management to analyze, develop, implement and maintenance of HR policies, procedures and compliance programs.

Compensation

- Develop, manage and administer company compensation programs, including:
 - Non-discretionary and discretionary bonus plans
 - Salary review processes, including market analysis of jobs and associated pay ranges
 - SME for third party market analysis software
 - Ensure compensation programs, pay recommendations, and bonus plans comply with applicable laws, company policies, and pay equity standards.
 - Collaborate with Finance to align compensation recommendations with budgetary constraints and financial planning.
 - Provide guidance and analysis to leadership on compensation decisions, program effectiveness, and trends.
 - Support audits, reporting, and documentation related to compensation

- Continuously evaluate compensation practices and recommend improvements to support retention, performance, and business goals
- Oversee the company's 401(k) program, including enrollments, education, employee deferrals, loans, third party administrator coordination, annual audits and related systems expertise.

HR Generalist:

- Partner with business leaders on employee relations (investigations), development (performance reviews and goals), and engagement-retention programs.
- Assist in recruitment and selection process. As needed, performing tasks such as: advertising, screening applications, candidate interview screening, support onsite interviews, attend recruitment events.
- Supports the on-boarding of new employees
- Supports the administration of employee benefit programs to include: medical, dental, vision, additional insurances (life insurance), and COBRA.
- Evaluates and assess the Time & Attendance Program to reduce absenteeism, ensuring time and attendance program is followed consistently and fairly across business. Partner with leaders to ensure employee accountability.
- Ensures administration of newsletters, town hall meetings and all employee communication meetings.
- Partner with Payroll to ensure timely processing of: new hires, timecard accuracy, time off requests, etc.
- Administers training record program in coordination with business leaders. This include providing reports on the completion of online training program.
- Exercise discretion in highly confidential and sensitive matters, exhibiting the utmost professionalism.
- Support HR efforts for accurate and organized HR Department files and records.
- Ability to work flexible hours and/or different shifts, if needed.
- Ability to work in a safe professional manner adhering to all regulatory requirements including OSHA, EPA, State and Federal Regulations.
- As the Company's success relies on the productivity of our team and adherence to customer product schedules, an essential function of this position is the ability to arrive to work on-time, and work each day, as scheduled.
- Perform other duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires access to our export-controlled commodities, technical data, technology and services. These items are restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, Lawful Permanent Residents of the U.S. and properly licensed foreign persons. Therefore, employment is contingent on compliance with ITAR regulations and successfully obtaining and maintaining the necessary export authorization license from the U.S. Department of Commerce's Bureau of Industry and Security, U.S. Department of State's Office of Defense Trade Controls, or other applicable government agency.

Education and Experience

- B.S. degree in Human Resources or related field.
- SPHR/PHR certification preferred.
- 5 years of progressive HR experience, manufacturing experience preferred.
- Strong knowledge of California Labor Laws and compliance.
- Self-starter who thrives in a fast-paced environment and enjoys change.

- Strong leadership skills: collaboration, communication, influence, drive for results, effective planning / prioritization, project management, organization.
- Effective presentation skills. Comfortable presenting information to both small and large groups of employees.
- MS Office Required (Advanced experience in excel, intermediate experience in word and PowerPoint).
- Experience using human resources information systems or other HR technology such as; JazzHR, Paylocity, Employee Navigator, and Payscale.

Physical Requirements

The physical demands described here are representative of those to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work within a factory environment, including moderate noise and chemical odors
- Moving between sitting, standing, walking and climbing stairs daily to collect information from employees across numerous work sites.
- Frequently lifting and handling up to 10 pounds and periodically lifting up to 25 pounds.
- Specific vision abilities required by this job close vision, distance vision, peripheral vision, depth perception and the ability to focus, with correction.

Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious belief.