

Job Description

Position: Human Resources Director **Date:** July 2026
Department: Human Resources **FLSA Status:** Exempt
Reports To: CFO

Scope

The Director of Human Resources provides strategic and operational leadership for the Company's human resources function and sets the vision for talent acquisition, retention, succession planning, company culture & employment branding. This leader will partner closely with the executive team to develop people strategies aligned with the company's strategic objectives to lead the HR team in delivering effective programs and services across all areas of HR.

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

- Partner with executive leadership to develop and execute HR strategies, policies, and programs that align with the company's business objectives, and serve as a strategic advisor on organizational design, company culture, workforce and succession planning, talent development and change management initiatives.
- Own, lead and manage the HR Department by establishing priorities, assigning responsibilities, monitoring and developing the team and performance, and ensuring effective and responsive delivery of HR services aligned with business objectives, partner with the CFO to develop and manage the annual HR Budget.
- Own and lead talent acquisition and retention strategies and recruitment and selection processes, including; workforce planning, candidate sourcing, selectin process, onboarding, branding, evaluation of hiring and retention trends, continually improving recruiting and retention processes.
- Own and lead the Company's compensation, benefits and leave programs, including benefits administration, leading the annual salary review process by performing annual salary reviews, market and competitive analysis, salary surveys, job evaluations, compensation structures and recommendations to leadership.
- Own and lead employee training and development programs, including leadership development, management training, employee development, compliance training, and assessment programs.
- Own and lead the development and administration of the Company's annual employee-engagement survey, including survey planning, employee communications, analysis of results, presentation of findings, and development and monitoring of responsive action plans with Department Managers.
- Own and lead the Company's talent management, performance management, and succession planning processes, including annual organizational reviews, identification of critical roles, assessment of organizational capabilities, succession planning, and development planning for key employees.
- Partner with executive leadership to strengthen the Company's culture and employment brand, by improving communications, recognition, employee' well-being, engagement in alignment with Company Values; develop, implement and evaluate employee wellness programs.
- Develop and provide monthly HR reports, dashboards, and analytics regarding key performance indicators, including recruiting, turnover, retention, vacancies, employee engagement, compensation, benefits, training, leave, employee relations, and other workforce trends; ensuring job description, organizational records, compensation data, employee records and HR systems are accurate, current and consistently maintained.
- Oversee employee-relations matters, including disciplinary actions, performance concerns, workplace disputes, employee complaints, investigations, accommodations, leaves of absence, and other sensitive employment matters
- Monitors and ensures compliance with applicable federal, state and local employment, workplace safety and environmental laws and regulations; review and update policies and practices as

necessary, maintain knowledge of HR trends, best practices, regulatory developments and technologies, communicate relevant changes to leadership, support health and safety and operational leadership in providing a safety and compliance workplace.

- Work flexible hours or different shifts, when business needs require, perform all duties in a safe and professional manner and perform other related 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 Required.
- 10 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.

Employee signature below constitutes the employees understanding of the requirements, essential functions and duties of the position.

EMPLOYEE NAME (PRINTED): _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____

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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.