

Job Description

Position: Senior Human Resources Business Partner

Date: May 2026

Department: Human Resources

FLSA Status: Exempt

Reports To: HR Director

Scope

The Senior Human Resources (HR) Business Partner serves as a strategic and hands-on advisor who strengthens organizational capability and supports Rantec's mission within a fast-paced aerospace environment. Acting as a **Strategic Partner**, the HRBP aligns people practices with long-term business goals, partnering closely with directors, managers, and supervisors to drive workforce planning, development, and organizational effectiveness. As an **Operations Manager**, the Senior HRBP ensures consistent application of policies, procedures, and HR governance, supporting key programs such as performance management, compensation and benefits, training and development, wellness, and safety. In the role of **Employee Mediator**, the HRBP addresses workplace concerns, resolves conflict, and fosters trust, fairness, and employee engagement across teams. When critical issues arise, the HRBP functions as an **Emergency Responder**, acting swiftly to manage high-risk situations, complex employee relations matters, and compliance-sensitive challenges.

Across all four roles, the HRBP supports and administers essential HR functions, including employee relations, performance management, engagement, and talent programs, while ensuring legal compliance, strengthening employee experience, and contributing to a culture that supports safety, innovation, and operational excellence.

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

Strategic HR Partnership and Workforce Planning

- Partner with business leaders to develop and execute workforce strategies aligned with organizational objectives, including workforce planning, talent assessments, organizational design, staffing needs, and succession planning.
- Serve as a trusted advisor to managers and supervisors on organizational effectiveness, employee performance, workforce challenges, and HR best practices.
- Analyze workforce trends, employee data, and organizational needs to identify risks, recommend solutions, and support informed business decisions.

Onboarding

- Support employee onboarding activities to ensure new hires are effectively integrated into the organization and understand performance expectations, company policies, and available resources.
- Administer the 30/60/90-day new hire performance review process, including notifying managers of upcoming reviews, monitoring completion, tracking outstanding evaluations, and following up to ensure timely execution.

Performance Management and Talent Development

- Lead and administer the annual and mid-year performance review processes, including developing implementation timelines, coordinating employee and management communications, configuring review templates and workflows in Paylocity, monitoring completion, and ensuring timely execution.
- Partner with managers to strengthen performance management practices, including goal setting, performance feedback, employee development planning, and corrective performance interventions.
- Support talent development initiatives by identifying skill gaps, recommending training opportunities, facilitating leadership development, and contributing to succession planning and employee growth strategies.

- Partner with leadership to identify, develop, engage, and retain high-performing employees through effective talent management practices.

Training Administration and Compliance

- Develop, coordinate, and facilitate employee and leadership training programs as needed to address organizational needs, enhance workforce capabilities, support professional development, and ensure alignment with business objectives.
- Monitor employee training assignments, completion status, and compliance with required training programs to support organizational readiness and workforce development.
- Prepare and distribute recurring and ad hoc training status reports, providing managers with visibility into employee training progress, outstanding requirements, and completion rates.
- Maintain accurate training records by collecting, reviewing, and uploading instructor-led training rosters and completion documentation into designated tracking systems.
- Administer employee training assignments in Percipio, including individual and group assignments, curriculum updates, and additional training requirements requested by Production, Quality, and other departments.
- Partner with functional leaders to identify training gaps, support completion of required training, and maintain accurate records for compliance and audit purposes.

Employee Relations, Investigations, and Engagement

- Serve as a primary resource for complex employee relations matters, providing guidance to managers and employees on workplace concerns, policy interpretation, performance issues, conflict resolution, and corrective action.
- Independently conduct thorough, objective, and timely employee relations investigations, including complaint intake, witness interviews, evidence review, documentation, findings summaries, and recommendations for appropriate corrective or preventive action.
- Lead or support workplace violence prevention investigations and associated administrative requirements, including incident documentation, employee communications, corrective actions, and compliance with applicable workplace violence prevention requirements.
- Serve as a mediator to resolve workplace concerns, strengthen working relationships, reinforce consistent treatment, and foster an environment of trust, accountability, and respect.
- Partner with leaders to implement employee engagement and retention initiatives that improve employee experience, strengthen organizational culture, and reduce regrettable turnover.
- Support organizational communication and change management initiatives, including town halls, employee newsletters, company meetings, and other activities that promote employee engagement and organizational alignment.

Leave of Absence, Workers' Compensation, and Safety Administration

- Administer employee leave of absence programs, including employee and manager communications, eligibility and documentation tracking, case monitoring, follow-up, Paylocity updates, and coordination of return-to-work activities.
- Ensure leave administration practices comply with applicable federal and California requirements, including FMLA, CFRA, PDL, and other protected leave obligations.
- Coordinate workers' compensation administration, including incident reporting, employee follow-up, claims documentation, communication with insurance administrators and brokers, and coordination of return-to-work and modified-duty arrangements.
- Partner with Safety, Operations, and external service providers to support workplace incident investigations, documentation, corrective actions, and compliance-related activities.
- Support workplace safety programs and initiatives, including workplace violence prevention, incident response, and applicable OSHA and California regulatory requirements.

Compensation and Total Rewards

- Support compensation and total rewards programs, including market pricing, salary structure development, annual compensation reviews, incentive programs, and pay equity assessments.

- Serve as a subject matter expert in compensation market analysis tools, providing data-driven recommendations regarding competitive pay practices, internal equity, and employee retention.
- Partner with Finance, HR leadership, and business leaders to evaluate compensation recommendations, ensure alignment with approved budgets, and support sound compensation decisions.
- Conduct compensation audits, prepare compensation-related reports, and maintain accurate documentation to support compliance, consistency, and organizational decision-making.

HR Operations, Systems, and Regulatory Compliance

- Provide independent guidance on complex HR compliance matters, applying expertise in California employment law, wage and hour regulations, company policies, and applicable federal and state employment requirements.
- Administer and support Time & Attendance programs, including attendance monitoring, policy interpretation, absenteeism management, and guidance to supervisors to ensure fair and consistent application.
- Maintain accurate and compliant employee records, performance documentation, training records, leave documentation, and other HR files in accordance with company policies, legal requirements, and audit standards.
- Utilize and maintain HR systems, including Paylocity, Percipio, and other designated platforms, to administer HR processes, track compliance, monitor completion, and support data accuracy.
- Prepare recurring and ad hoc HR reports, analyze relevant workforce metrics, and provide actionable insights to managers and HR leadership.
- Identify and implement continuous improvement opportunities that simplify HR processes, reduce administrative inefficiencies, strengthen compliance, and improve employee and manager experiences.

General Responsibilities

- Work flexible hours or shifts as necessary to support employees, supervisors, and operational business requirements.
- Perform all responsibilities safely and professionally, adhering to company policies and applicable OSHA, EPA, and federal and state regulatory requirements.
- Maintain reliable attendance and punctuality to support business needs, employee service expectations, and customer commitments.
- 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.
- M.S. degree in Human Resources, Organizational Development, Industrial-Organizational Psychology or relevant area of focus preferred.
- 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.

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

EMPLOYEE NAME (PRINTED): _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____

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.