



CALIFORNIA'S  
STEM CELL  
AGENCY

# Human Resources Officer

## Who We Are

The California Institute for Regenerative Medicine (CIRM) is looking for highly talented individuals who are driven to deliver outstanding results and committed to radically improving medicine with stem cells to join our team.

At CIRM, we never forget that we were created by the people of California to accelerate stem cell treatments to patients with unmet medical needs and act with a sense of urgency commensurate with that mission.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell technologies.

With \$3 billion in funding and approximately 300 active stem cell programs in our portfolio, CIRM is the world's largest institution dedicated to helping people by bringing the future of cellular medicine closer to reality.

## Position Description

Under the general direction of the Director of Administration, the Human Resources Officer is responsible for the administration, coordination, development, and evaluation of the Human Resources function for CIRM.

## Responsibilities

In this position you will be accountable for:

- Initiating, managing, and supervising all aspects of human resource issues, programs and policies of the California Institute for Regenerative Medicine.
- Communicates changes in CIRM personnel policies and procedures and insures proper compliance is followed.
- Responsible for ensuring all payroll and benefit changes and issues are dealt with efficiently and effectively with the California Public Utilities Commission.
- Interfaces with all CIRM team members on related human resources issues and provides excellent customer service when dealing with such matters.
- Responsible for writing and issuing position descriptions (in close consultation with hiring manager) for all recruitments, advertising, arranging interview schedules, scheduling meetings and summing up meetings, and dealing with all Institute recruitment follow-ups.



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- Initiate and drive the annual performance evaluation process, making recommendations to the Director of Administration on merit awards, annual raises, and change in responsibilities for all positions.
- Advises the Director of Administration and other senior staff to address long term workforce planning and problem resolution for CIRM to maximize the Institute's recruitment and retention of high performing staff.
- Partners with senior staff and managers to implement effective management strategies.
- Makes recommendations to senior management for improvement of CIRM's policies, procedures, and practices on personnel matters.
- Consults with internal and external legal counsel when appropriate.
- Performs other duties as may be required to further the goals of the ICOC/CIRM.

## Requirements

- Bachelor's degree in human resources or related field and ten years' experience in human resources or an equivalent combination of education and experience.
- Knowledge of various human resource areas including recruitment, employee relations, compensation, benefits and disability management.
- Knowledge of all applicable federal and state employment laws such as Title VII, FEHA, FLSA, FMLA, CFRA, ADA and other related laws.
- Ability to work as part of a team.
- Ability to demonstrate strong organizational skills, and the ability to plan and act independently on projects with minimal supervision
- Ability to work in a fast-paced environment.
- Ability to communicate effectively in writing and in oral presentations.
- Knowledge of management principles and practices, including goal setting, employee performance evaluations, development, supervision, conflict resolution and problem solving.

## Desired Qualifications

- Experience with the UC employment practices.
- State of California benefits administration experience.
- PHR/SHRM-CP certification

## Position Details

**Location:** Oakland, CA

**Schedule:** Full-Time. Must be able to work outside of normal business hours.

**Travel:** Must be able to travel domestically, as necessary.



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## Salary Range and Benefits

The salary range for the Human Resources Officer is \$104,242-156,363. CIRM offers a competitive compensation package. The position is open until a suitable candidate is found.

## How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

To: [jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov)

**CIRM is an Equal Opportunity Employer and committed to a diverse workforce.**