

Job Description Human Resources

Approvers/Dates

Approvals are managed in electronic QMS

Revision History

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307 SW Columbia Street
Bend, OR 97702

Human Resources

SiCamore Semiconductor, Inc.

SiCamore Semiconductor, Inc is a commercial foundry service developing, qualifying and manufacturing power semiconductors primarily in Silicon Carbide and Silicon. We aim to enable our customers' business and delight them as their premier choice for innovation in power devices.

As A Human Resources, you are....

To enhance the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Support staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes. Enforce management guidelines by preparing, updating, and recommending human resource policies and procedures. Cultivate professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

Specific responsibilities include:

- *Maintain the work structure by updating job requirements and job descriptions for all positions*
- *Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees.*
- *Schedule management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.*
- *Implement employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; and designing and conducting educational programs on benefit programs.*
- *Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organization at hearings.*
- *Retain historical human resource records by designing a filing and retrieval system and keeping past and current records.*
- *Complete human resource operational requirements by scheduling and assigning employees and following up on work results.*
- *Manage human resource staff by recruiting, selecting, orienting, and training employees.*
- *Advance human resource staff job results by counseling and disciplining employees; and planning, monitoring, and appraising job results.*

To be successful in this role, candidates must possess the following background, skills, and experience:

- *Bachelor's degree from a four-year college or university or similar work experience required.*
- *5+ years of experience in progressively responsible human resource roles.*
- *3+ years of experience in Labor Relations and Employee Relations.*
- *3+ years of experience in a supervisory role.*
- *PHR/SPHR certification preferred.*

Specific job duties assigned within internal eQMS System.

Compensation is commensurate with experience and qualifications. Company provides medical and dental insurance, paid vacation and sick time off, paid Holidays, and a 401k plan. Each job at Sicamore Semi belongs to a specific job classification which has its own standard pay grade and is grouped in categories according to complexity, responsibility, and impact upon company operations. Non exempt positions may be overtime eligible.

Positions with Sicamore Semi may require a US citizenship or permanent residency to be in compliance with ITAR regulations. If you are not a US resident or citizen, you may be asked to obtain an export license.

SiCamore Semi is an Affirmative Action and Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, religion, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status.

If you are interested in consideration for this position, please email your resume to jobs@sicamoresemi.com.