

Human Resources Manager – Hauppauge, NY

The Human Resources Business Partner is responsible to lead Human Resources practices and objectives that will provide an employee-oriented; high-performance and engaged culture that emphasizes empowerment, quality, productivity, and standard work; goal attainment, and the recruitment and ongoing development of a superior workforce.

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- Leads the implementation of the performance management system that includes performance development plans (P4G) and employee development programs (D4G).
- Designs, directs and manages a company-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design, and change management (OTA).
- Establishes and leads the process to recruit and hire a superior workforce by providing innovative sourcing strategies. Interviews operations, management and executive position candidates; serves as part of the interview team for position finalists. Chairs employee selection process.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation. Co-leads annual Engagement Survey. Conducts periodic surveys to measure employee satisfaction and employee engagement.
- Coaches and trains managers in their communication, feedback, recognition, and interaction responsibilities with the employees who report to them.
- Coordinates all Human Resources training programs. Provides necessary education and materials to managers and employees including workshops, manuals, and employee handbooks.
- Establishes an in-house employee training system that addresses company training needs including training needs assessment, new employee onboarding or orientation, management development, production cross-training, the measurement of training impact, and training transfers.
- Assists managers with the selection and contracting of external training programs and consultants.
- Conducts investigations when employee complaints or concerns are brought forth.
- Monitors and advises managers and supervisors in the progressive discipline system of the company. Monitors the implementation of a performance improvement process with non-performing employees.
- Reviews, guides, and approves management recommendations for employment terminations.
- Leads the development of benefit orientations and other benefits training for employees.
- Leads company compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act, Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and so forth. Maintains minimal company exposure to lawsuits.

- Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations. Minimizes risk.
- Manages employee communication and feedback through such avenues as company meetings, suggestion programs, employee satisfaction surveys, newsletters, employee focus groups, one-on-one meetings, and Intranet use.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications' establishing personal networks; benchmarking practices; participating in professional societies
- Site Ethics Compliance Officer.
- Perform other duties as assigned

Minimum Qualifications

- Bachelor's degree in Human Resource Management or related field
- 3 years of progressive Human Resources experience in a manufacturing environment

Preferred Qualifications

- MBA/Masters in HR is a plus

Position Competencies

- Applies advanced concepts, practices, and procedures of the field
- Define strategy and goals with data collection/analysis. Proven capability of providing solutions and countermeasures.
- Relentless talent driver champion
- Considerable demonstrated skills in listening and communicating effectively with diverse individuals, groups; facilitating trust and understanding
- Coaching, counseling and feedback skills
- Superior interpersonal abilities
- Good reasoning abilities. Sound judgment.
- Resourceful and well organized

Other Requirements

- Computer literacy and knowledge of human resources information systems to support HR activities
- Better than average verbal and written communication skills
- Strong knowledge of applicable federal and local labor laws and regulations
- Breadth and depth of human resources generalist knowledge
- Well-developed administrative and management skills
- Understanding of the manufacturing business, ISO and cGMP knowledge is preferred

Pall is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, national origin, religion, gender, age, marital status, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by law.

Pall Corporation is a global leader in high-tech filtration, separation, and purification, serving the diverse needs of customers across the broad spectrum of life sciences and industry.

Pall Life Sciences provides cutting-edge products and services to meet the demanding needs of customers discovering, developing and producing biotech drugs, vaccines, cell therapies and classic pharmaceuticals. Pall offers advanced medical technologies, which are often a patient's last line of defense from dangerous pathogens. Pall's food and beverage products provide critical protection from contaminants during various manufacturing steps.

Pall Industrial serves a diverse range of customers in the microelectronics, aerospace, fuels, petrochemical, chemical, automotive, and power generation industries. Pall is a key supplier to the innovative and demanding semiconductor and consumer electronics industries, and provides filtration products used in critical applications on commercial and military aerospace vehicles. Pall products are key to the reliability of industrial equipment. Pall's engineered solutions help municipal and industrial customers address mounting water quality, scarcity and demand issues, and help energy companies maximize production and develop commercially successful next generation fuels.

Headquartered in Port Washington, New York, Pall has offices and plants throughout the world.

To learn more about Pall, please visit www.pall.com/green .

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