

# Protecting the Vulnerable™



## POSITION SPECIFICATIONS

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Compensation & Benefits Manager  
5/17/21



## ABOUT OUR COMPANY

Mesa Laboratories, Inc. (Mesa) is a global technology innovator committed to solving some of the most critical quality control and analytical challenges in the pharmaceutical, healthcare, industrial safety, environmental, food and beverage industries. Mesa offers products and services through four divisions (Sterilization and Disinfection Control, Instruments, Cold Chain Monitoring and Cold Chain Packaging), which help our customers ensure product integrity, increase patient and worker safety, and improve quality of life.

*Today, each of Mesa's products and services play a role in ensuring the safety and efficacy of the products we use every day. No matter if it's the environment, products or people, Mesa is committed to Protecting the Vulnerable™.*

Founded in 1982, Mesa went public in 1984. After 10 years of more than 15% growth per year, the company now has revenue approaching \$100M and a market cap of approximately \$750M. Our growth is attributed to the 350+ dedicated employees who follow our customer-focused, lean-based value system, called *The Mesa Way!*. The Mesa Way! is based on four pillars that drive our work every day:

**Measure what Matters:** We take the customer's perspective, our "True North", both to measure what matters most to customers and to set absolute standards for performance. We manage to leading indicators, which drive us to proactively avoid problems.

**Empower Teams:** We move decision making as close to the customer as possible and provide the structure and real time communication forum to align the whole organization behind surpassing customer expectations.

**Steadily Improve:** We leverage a common and proven set of lean-based tools to prioritize our biggest opportunities, address those opportunities at root cause, and quickly implement change.

**Always Learn:** We ensure that improvements are sustained, enabling us to raise performance expectations and repeat the cycle of improvement. Equally, this cycle strengthens the Mesa team by providing endless learning opportunities for our employees and helps us to become an employer of choice in our communities.

**Position:** Compensation & Benefits Manager

**Location of Position:** Lakewood, CO **OR** Bozeman, MT **OR** Tucson, AZ

**Reporting Relationship:** This position reports to the Global Vice President, Human Resources

**Job Classification:** Salaried

**Supervisory Responsibilities:** None

**Scope of Position:** Global Compensation and Benefits Manager responsible for all Benefits and Compensation programs for a mid-sized, global, public company. Part of a small, nimble and specialized HR team that works both collaboratively and independently to fulfil their roles. High degree of autonomy and discretion afforded to the role, with access to senior management and decision making.

**Essential Duties** Core duties and responsibilities include, but are not limited to, the following:

**General HR Manager Responsibilities**

- Participate in developing global Department goals and objectives
- Perform full range of managerial responsibilities
- Draft and update job descriptions for all positions
- Draft, review and update personnel policies and procedures
- Maintain EEOC annual reporting
- Manage unemployment claims
- Work with the company's internal and external auditors on a variety of matters
- HR support on various company teams and initiatives, including emergency response

**Benefit Responsibilities**

- Administer comprehensive employee benefit program, including life, disability, and health plans, 401(k) plan, personal savings plan, employee stock purchase plan and deferred compensation programs
- Help maintain company's competitive position with benefits, by evaluating and comparing existing company benefits with those of other employers
- Maintain and track benefit census data
- Act as ranking member to report ERISA and IRS- ACA compliance programs; ensure compliance with applicable government regulations; ensure timeliness and accuracy of required reporting and fees
- Serve as primary contact for plan vendors and third-party administrators; coordinate transfer of data to external contacts for services
- Evaluate and revise internal processes to reduce costs and increase efficiency
- Annual review of US-based benefit plans, and coordination among other jurisdictions (Sweden, France, Germany)
- Work with broker to prepare annual employee census, to select appropriate benefits carriers; advise with respect to changes in coverage as appropriate
- Reconcile benefits accounting and ensure benefits accounts are properly funded

**Compensation Responsibilities**

- Build a comprehensive compensation system focused on three levers: salary, bonus and equity and aligned to the Mesa Way – Measure What Matters, Empower Others, Steadily Improve, & Always Learn.

- Advise management on pay decisions for positions, policy and guideline interpretation, and job evaluation, including the design of creative solutions to specific compensation-related programs
- Audit compensation plan for potential areas of equal employment or diversity problems and report issues to VP of HR
- Manage the administration compensation programs, including market studies, annual performance pay, merit cycles, etc.
- Keep apprised of federal, state and local compensation laws and regulations, and conduct audits including FLSA audits, to ensure company compliance
- Conduct salary surveys, participate in compensation surveys, perform market research, analyze data, and formulate recommendations regarding the organization's salary structures
- Review current, and anticipates future, compensation trends
- Prepare global compensation statistical reports for executive management, and provide hire/term reports to senior management
- Prepare ad-hoc reporting as requested
- Works directly with Accounting and Legal Department, including in connection with the company's equity program, compensation communications, providing assistance with annual Proxy Statement, and employee litigation

#### **General Skills**

- Highest levels of professionalism, integrity, judgment and confidentiality
- A builder who is excited to apply prior experience and knowledge to creation of new programs
- Excellent managerial, communication, interpersonal, relationship building, consulting, teamwork skills
- Proficiency in Ultimate Software (UKG) system is a plus
- Knowledge of: ERISA, COBRA, HIPAA, FMLA, ADA and other similar state specific leave laws.
- Ability to prioritize, multi-task and meet deadlines for a global organization in a fast-paced environment.
- Excellent attention to detail to ensure data integrity

#### **Professional Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The categories 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.

#### **Education and/or Experience:**

- Bachelor's degree or equivalent years of experience
- 5-10 years experience in Benefits administration, preferably for a mid sized organization
- 2-7 years' experience in Compensation administration, preferably with bonus and equity administration

#### **Skills, Knowledge and Abilities:**

- Master level Microsoft Excel skills and proficiency
- Advanced Microsoft Office (365) skills and proficiency, including SharePoint

- Moderate Proficiency in Ultimate Software (UKG) system is a plus
- Highly analytical, and able to analyze large sets of data to create meaningful insights and derive program recommendations from the data
- Highest levels of professionalism, integrity, judgment and confidentiality
- High degree of self-direction with a “builder” mindset and deep seated curiosity
- Able to be the face of benefits and compensation programs to Mesa Managers and employees, communicate programs effectively and gain buy in to programs
- Able to work effectively as part of a small, highly collaborative, specialized HR team and balance workload and demands accordingly.
- Excellent managerial, communication, interpersonal, relationship building, consulting, teamwork skills
- Knowledge of: ERISA, COBRA, HIPAA, FMLA, ADA and other similar US state specific leave laws.
- Global Compensation and Benefits administration a plus
- Ability to prioritize, multi-task and meet deadlines for a global organization in a fast-paced environment.
- Excellent attention to detail to ensure data integrity

**The Mesa Way  
Expectations:**

This position is an **Individual Leader** focused on individual accountability, teamwork, and cross-functional collaboration. Leadership by example at every level.

**Pillar #1 – Measure What Matters**

- **Customer Centric & Game Plan** - Demonstrates a deep understanding of customer needs based on first-hand, fact-based information/observation. Able to clearly articulate how best to address the customers' needs. Understands how work impacts customers. Dedicated to exceeding customer expectations. Seeks and uses customer information to improve products, services, and processes.
- **Critical Few** – Balance urgency and importance. Adapts to changing needs and prioritizes investment of time toward the greatest impact.
- **Clear Direction and Buy In** – Simplifies deep domain expertise, enabling broader team understanding and ability to contribute/build upon shared insights.
- **Stretch Goals That Drive Innovation** – Sets goals that stretch self and team. Balances ability to commitment time/resources with aspirations.

**Pillar #2 – Empower Teams**

- **Ownership at Point of Impact** – Supports team development. Constantly on the lookout for potential talent additions to the Mesa team. Create an environment of ownership by the team at the point of impact. Front line ownership and accountability both individual and team objectives.
- **Coach vs. Direct** – Understands and subscribes to goals and converts to action without step by step direction. Open minded and nimble. Vocalize and learn from mistakes as an opportunity for growth and improvement. Demonstrates concern for value of others. Listens well and is genuinely interested in win/win solutions.

**The Mesa Way! Pillar #2 – Empower Teams (continued)**

**Expectations:**

- **Fact Based Decisions** – Understand personal metrics and how they align with overall company performance and strategy. Set the example of prioritization according to the decision-making and problem-solving principles.
- **Proactive and Urgent** – Relentlessly identifies the critical few and prioritizes them. Expeditiously brings complete closure. Turns strategies/opportunities into actionable plans. Inquisitive and curious. Effectively manages personal time with business priorities.

**Pillar #3 – Steadily Improve**

- **Seeks a Better Way** – Proactively makes recommendations for improvement and engages fully in Daily Management. Driven by winning and success! Holds themselves accountable for results and celebrate successes Actively and effectively participates in Kaizen teams.
- **Problem Solve to Root Cause** – Balance urgency and importance. Adapts to changing needs and prioritizes investment of time toward the greatest impact. Correctly defines and scopes complex problems. Looks beyond obvious symptoms and drives to root cause using discipline and logic. Leverage A3 Thinking and problem-solving tools as an important team contributor. Be methodical and comprehensive, drive to the details for good Gemba analysis. Willingness to iterate to arrive at root cause. Don't cut corners.
- **Experiment** – Views current state as experimental; continuously seeks and shares areas of improvement. Balances planned execution with ability to communicate with valuable market feedback to management.
- **Bias for Action** – Balances fact-based decision making with learning-by-doing. Be proactive! Show comfort with experimentation to validate concepts vs. waiting for 100% certainty. Views failures as learning opportunities.

**Pillar #4 – Always Learn**

- **High Expectations** – Sets goals that stretch self and team. Balances ability to commitment time/resources with aspirations.
- **Transparent Two-Way Communication** – Direct and honest, presents the truth transparently and with respect. Willing to admit mistakes as an opportunity for growth and improvement. Viewed as direct, truthful, and genuine.
- **Passion for Teaching and Learning and Continuous Feedback** – Proactively seeks / provides feedback to develop self and support development of others. Actively pursues new learning opportunities.
- **Humility and Self Awareness** – Open-minded and seeks to understand. Seeks and acts on feedback: both positive and negative. Understand your impact on others. Treats others with respect.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand or sit for extended periods of time. If reasonable, requests regarding ergonomic concerns will be considered. For individuals with disabilities, accommodations may be made to perform the essential functions. Occasional lifting is required.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a high volume, high energy medical manufacturing facility that works to meet manufacturing deadlines. An enthusiastic, positive attitude is highly encouraged and conducive to a productive successful atmosphere. Common sense judgments and problem solving is desirable. Must have the ability to handle repetitious and tedious job functions.

A typical office environment, some remote working capability and biological laboratory environment comprise the bulk of the work environment for this position. The noise level in the work environment is moderately quiet.

**Compensation:** Salary range of \$80-90,000 annually, incentive bonuses, equity and benefits will be offered commensurate with the successful candidate's experience and qualifications. Benefits include medical, dental, vision, life, accidental death and dismemberment, short term and long term disability, flexible vacation policy, paid holidays, 401k retirement with company match.

**How to Apply:** Submit your application via LinkedIn [HERE](#)

***Mesa Labs is an Equal Employment Opportunity Employer.  
Mesa Labor prohibits unlawful discrimination and harassment against applicants or employees based on age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, sexual orientation, or any other status protected by applicable state or local law.***