

Protecting the Vulnerable™



POSITION SPECIFICATIONS

HR Business Partner
July 2021



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. Gyros Protein Technologies (GPT), founded in 2000 in Sweden, was acquired by Mesa Laboratories last year laying the grounds for its new Biopharmaceutical Division.

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 500 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: HR Business Partner

Location of Position: Lakewood, CO
Reporting Relationship: This position reports to the VP, Global Head of HR of Mesa Laboratories Inc
Supervisory Responsibilities: No direct reports

Scope of Position: This position is a both a strategic partner to critical business leaders as well as an operational HR manager for the departments it supports. As a strategic business partner, it will be involved in helping determine the right talent programs to enact Mesa's Vision of Protecting the Vulnerable. It is also a thoughtful operational expert able to execute on HR programs and processes and ensure a positive employee experience. It will be a part of a small, nimble and fast paced, growing HR team; able to both collaborate effectively and execute decisions autonomously.

ESSENTIAL RESPONSIBILITIES

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

- **Strategic Partnership:**
 - Partner with functional leaders to implement solutions to talent and organizational issues.
 - Understand employee satisfaction and engagement, and work with leaders to develop action plans to address perceived gaps.
 - Consult on organizational design and strategic workforce plans.
- **Employee Relations and Compliance:**
 - Help ensure the safety of employees through management and compliance with applicable Federal and State safety agencies and their regulations.
 - Lead and conduct employee investigations, provide support and guidance to leaders, and other staff when complex, specialized, and sensitive questions and issues arise.
 - Help develop and evolve workplace policies and practices respond and partner with employee representation in a mutual goal of creating a safe and engaging workplace.
 - Conduct exit interviews and facilitate a smooth exit and transition process for voluntary and involuntary terminations.
- **Talent Management:**
 - Help partner with leaders to source and recruit talent for key roles as assigned.
 - Facilitate a smooth onboarding for new employees and maintain compliance with local requirements.
 - Occasionally conduct training (new hire orientation, management training, etc.) for employees and leaders within the function or location.

- **Payroll, Benefits & HR Recordkeeping:**
 - Partner with our Payroll, Benefits and other Specialists to ensure employee concerns or issues are addressed in a timely and efficient way.
 - Helps evaluate and administer options employee leaves and sick pay policies in accordance with local law.

Experience:

- Demonstrated ability to understand business goals and experience using that understanding to recommend new approaches, policies and procedures to effect continual improvements in business objectives, productivity and development of HR within the company.
- Experience with rapid and complex changing work environment, and the ability to work efficiently and with nimbleness.
- Experience coaching and mentoring at management level with demonstrated ability to influence decision making at multiple levels.
- 7+years' experience in HR, preferably with prior experience in medical device and/or manufacturing.

Skills:

- Collaborative mindset with a strong drive to create a positive work environment.
- Comfort with high volume workload and the ability to move from strategic to tactical quickly in order to achieve objectives.
- Strong internal customer service skills demonstrated by responsiveness, empathy and solution orientation.
- Passion for creative HR solutions and continuous process improvement.
- Excellent organizational and interpersonal skills.
- Ability to work with and/or quickly learn multiple technologies and tools (Microsoft office, HRIS products, etc.)

Education/Knowledge:

- A completed Bachelor's Degree from an accredited university. MBA or MS in Human Resources management is a plus.
- GPHR, SPHR or PHR certification is preferred.
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- Knowledge of state and local employment laws and regulations.
- Understanding of Lean Process Improvement and principals.

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COMPENSATION This role offers a base salary between 90,000-120,000 annually plus incentive performance bonus and equity commensurate with the successful candidate's experience and qualifications

The Mesa Way!

Expectations:

Pillar #1 – Measure What Matters

- **Customer Centric & Game Plan** - Forms and fosters long-term partnerships with customers to understand needs and define the strategic direction for the future. Emphasizes the need to stand in the customer's shoes and look through their eyes. Ensures that all critical decisions have a strong customer-centric bias. Deepen relationships with customers, suppliers, market influencers and thought leaders.
- **Critical Few** – Develop robust and flexible improvement plans to proactively drive annual and strategic objectives. Designs and manages Kaizen funnel for maximum impact and prudent cadence. Ensures that long-term/high importance initiatives are appropriately resourced.
- **Clear Direction and Buy In** – Clearly communicates complex information with depth and simplicity to gain buy-in. Persistent and consistent

communication with clarity, connecting strategy with objectives and actions. Ensures team understands, is motivated by, and is empowered to deliver results and strategic direction.

- **Stretch Goals That Drive Innovation** – Drives and challenges organization to achieve business results while ensuring effective and motivating level of stretch. Celebrates and promotes individual and group success.

Pillar #2 – Empower Teams

- **Ownership at Point of Impact** – Leads by example. Shows commitment to identifying and attracting new talent and leverages diversity to build organizational strength. Create an environment of ownership by the team at the point of impact.
- **Coach vs. Direct** – Proactively works with team to identify areas of improvement. Creates an entrepreneurial environment that allows for mistakes for the opportunity of learning. Interprets situations quickly and views conflict as an opportunity to balance perspectives. Consistently bridges diverse points of view to find common ground.

Pillar #2 – Empower Teams (continued)

- **Fact Based Decisions** – Promote decision making process at all levels across the organization. Deepen and continuously improve the culture into the future.
- **Proactive and Urgent** – Relentlessly identifies the critical few and prioritizes them. Expeditiously brings complete closure. Turns strategies/opportunities into actionable plans. Understands complex financial/business information and can generate a clear view of opportunities and performance required.

Pillar #3 – Steadily Improve

- **Seeks a Better Way** – Consistently models and coaches the Mesa Way! at all levels of the organization. Trains, coaches, and drives strategic deployment initiatives to drive strategic breakthroughs. Ensures team balance and goals. Embraces and supports others through change. Sets the example for engagement. Is visible and active at Gemba. Ensures goals, objectives, and progress are clear through the organization. Actively engages in design and appropriate metrics and daily management rigor. Viewed as a contributor vs. critic. Ensures resources are correctly deployed for maximum impact. Recognizes and celebrates successes.
- **Problem Solve to Root Cause** – Develop robust and flexible improvement plans to proactively drive annual and strategic objectives. Designs and manages Kaizen funnel for maximum impact and improvement cadence. Ensures that long -term / high importance initiatives are appropriately resourced. Sees less obvious problems from cross functional / BU perspective. Scopes problems accurately and strong problem-solving coach for others. Leads, teaches, and coaches problem solving teams. Shows balance to drill down, broaden view as needed without micro-managing. Forward thinking lowers the water level to expose the next level of rocks (continuous improvement).

- **Experiment** – Stretches self and team to higher aspirations. Positively communicates improvement ideas while ensuring teams remain empowered/accountable.
- **Bias for Action** – Balances fact-based decision making with learning-by-doing. Creates an entrepreneurial spirit within team. Encourages managed risk taking to drive the business forward. Maintains "portfolio" of initiatives which balance risk/reward and short/long term improvements.

Pillar #4 – Always Learn

- **High Expectations** – Drives and challenges organization to achieve business results while ensuring effective and motivating level of stretch. Celebrates and promotes individual and group success.
- **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. Not afraid to take a tough position.
- **Passion for Teaching and Learning and Continuous Feedback** – Anticipates and addresses future organizational needs to enable long term growth. Readily imports and exports talent across the organization. Takes appropriate risks on internal candidates. Listens to and actively coaches at every level of the organization. Actively pursues opportunities to coach team members across the organization. Proactively seeks out developmental challenges for team leaders to engage in. Leads by example.
- **Humility and Self Awareness** – Sets the tone for humility and openness within the organization. Accepts feedback from others on leadership style and communication skills from deep within the organization. Remains open and approachable at all times and to all parts of the organization. Careful with how suggestions can be viewed as directions.