

Job Title – Manager/Sr. Manager/Associate Director, Human Resources

Location – On-site

LENZ Therapeutics is a late-stage clinical company developing innovative ophthalmic pharmaceutical products that improve vision, proudly based in San Diego. LENZ employees are united in a mission to improve and sustain vision. We are passionate and creative about applying scientific innovation to meet the needs of the millions of people worldwide who suffer from Presbyopia and other ophthalmic maladies. We focus on the development and commercialization of new therapies to bring our mission to life for patients every day.

We are committed to providing an engaging, rewarding work experience that reflects the passion our employees bring to our mission to improve and sustain vision. Our company fosters a diverse and inclusive culture where our employees are encouraged to learn, grow, and innovate, while making a meaningful difference for millions of people around the world.

LENZ provides equal employment opportunities to all employees and applicants.

Overall Purpose: This position oversees the daily operations of the Human Resources and will manage a variety of responsibilities, covering many aspects of day-to-day HR processes. Role will support employee relations, compensation and compliance and will manage all aspects of job boards, onboarding, HRIS system administration, leaves of absence, benefits administration, report generation, employee file maintenance. Works cross-functionally to collaborate on payroll and Sarbanes Oxley compliance with Finance, and others regarding employee events and training. Exemplify and champion our incredibly special culture.

Key Responsibilities of the Role:

- **Onboarding Experience**
 - Assist in talent acquisition and recruitment by working with hiring managers to develop job descriptions, managing job postings, scheduling/participating in interviews as applicable, welcoming candidates, assisting with reference checks, and conducting background checks.
 - Generate and garner approval for offer letters, and route for signatures.
 - Plan for and facilitate new employee onboarding by conducting orientations and ensuring completion of necessary documentation and appropriate training agenda.
- **Technical Expert**
 - Maintain the HRIS/LMS system, 401k system, LOA system and benefits systems ensuring successful integrations and accurate processing of employee data transactions and reporting.
 - Conduct research and analyze data for assigned projects, such as compensation surveys and automated reports.



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- Identify and implement ways to streamline data and processing of information.
- Oversee Intranet information and activity for employee facing experience.
- **Employee Relations**
 - Support employee engagement plan, and champion culture initiatives.
 - Support and manage employee relations issues by facilitating conflict resolution and addressing employment-related inquiries, escalating complex matters as needed.
 - Facilitate and/or participate in employee relations meetings.
 - Identify, assist in planning and execution of engagement initiatives.
- **Compliance**
 - Track and document compliance with required training, federal, heavy multi-state, and local employment laws and regulations, ensuring adherence to recommended best practices.
 - Maintain mandatory postings and participate in legal updates.
 - Assist in developing, implementing, and updating HR policies and procedures.
 - Ensure job descriptions are up to date through regular reviews and revisions.
- **Additional Responsibilities**
 - Oversee temporary agency interactions.
 - Light facilities and general office support, as needed.
 - Additional projects as needed.

Additional Dimensions:

- This position will be on-site 4 days a week in Solana Beach, CA.
- This position reports directly to the VP, HR.

Qualification Requirements:

Expertise:

- Poised, customer-service oriented and credible leadership characteristics.
- Strong understanding as a generalist of all aspects of HR administration.
- Excellent skills in confidentiality, communication and presentation.
- Autonomous trouble-shooting, project planning and acute ownership of key responsibilities.
- Analytical mindset with proficiency in data analysis and technology acumen.
- Astute and ambitious attention to detail.
- Strong organizational skills with the ambition to plan ahead, and an innate ability to multi-task and prioritize within a dynamic and high-functioning organization.
- Roll up your sleeves mentality and can do attitude, a must.

Education and Experience:

- Bachelor's degree in business, human resources, or a related field required.
- Minimum of 6-8 years of experience generalist HR roles showing progression.
- At least two years' experience in a public company required.



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- At least two years in a life sciences environment strongly preferred.
- Commercial stage life-sciences also strongly preferred.

Physical Demands and Work Environment

May, on a continuous basis, sit at desk for a long period of time, intermittently answer telephone and write or use a keyboard to communicate through written means. Some walking and lifting up to 20 lbs. may be required. The noise level in the work environment is usually low to moderate. Must be flexible to work varying schedules and hours as needed. Up to 5% out-of-town travel may be required. The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary Range

•\$135,000 - 190,000 DOE