JOB DESCRIPTION
Title: Human Resources Business Partner
Date Last Modified: November 2026

Department:	G&A	**Classification:**	Exempt
Supervisor:	Director of Human Resources / Organizational Dev.	**JOB CODE:**	AHR000-P1-09
Status:	Regular, Full Time, Onsite		
Schedule:	8:30 am – 5:00 pm Monday through Friday; Occasional Flexibility and minimal travel may be required.		
Pay Range:	MIN $ 60,662.00 MID $75,827.00 MAX $ 90,992.00		

Position Objective: The Human Resources Business Partner is responsible for aligning people strategies with business goals to attract, develop, engage, and retain the right talent while creating a culture where employees and the organization can succeed. This position will partner with the Director of Organizational Learning and Development to execute the organization's human resources and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.

Essential Qualifications: Education, Experience, Skills, Certifications:

- **Education:** Bachelor's degree in Human Resources, Business Administration, or related field required
- **Certification:** SHRM-CP or SHRM-SCP desired
- **Experience:** A minimum of three years of general human resource management experience
- **Other:** Payroll experience desired

Our Essential Values:

- ***Customer First:*** We help growers succeed.
- ***Passion for Sustainability:*** We advance agriculture through biological innovation.
- ***Collaboration:*** We win as one team.
- ***Well-being:*** We invest in people to achieve sustainable success
- ***Execution:*** We turn plans into results.

Essential Functions and Responsibilities:

People

- Lead by example and reinforce BioWorks' culture, values, and customer-first mindset.
- Actively participate in serving as an ambassador of our Culture by promoting, supporting, and displaying the desired behaviors of our values
- Maintain a positive work atmosphere by acting and communicating in a manner that promotes cooperation with customers, collaborators, vendors, team members and management.
- Be an example by demonstrating behaviors which support accountability, execution, and continuous improvement.
- Support the recruitment, development, and retention of top-performing talent.
- Foster collaboration across the organization
- Be fully engaged and an active participant in the BioWorks Coaching Program
- Provide support with activities related to team member engagement: Grow Our Team, Workplace Planning, Performance Monitoring, Well Being
- Assist in assessing Team Member Engagement through STAY Interview Process for all team members.
- Oversee eNPS process and reporting.

Strategy and Planning

- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance and maintains the Team Member Handbook.
- Develop knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Assist with internal Organizational development training opportunities, also working with departments to identify companywide training opportunities.

Execution

- Leads accurate payroll process and practices for weekly and bi-weekly payroll.
- Manages the pre-employment, employment, and on-boarding process.
- Manages off-boarding process, provides support and assistance in termination processes.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, for various roles and internships within the company; collaborates with departmental managers to understand skills and competencies required for openings.
- Provides support in administering company benefits. Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.

KPIs

- **Payroll Accuracy and Timeliness**
  - ≥ 99.5% accuracy
  - 100% on time
- **Voluntary Turnover / Retention**
  - ≤ 15% annual voluntary turnover
- **eNPS**
  - > +70

PHYSICAL ACTIVITY REQUIREMENTS FOR ALL HUMAN RESOURCES		
Frequently Required for up to 8 hours	**Occasionally required**	
Sitting	Standing	Crouching
Speaking	Walking	
Hearing	Lifting – up to 20 lbs.	
Seeing	Carrying – up to 20 lbs.	
Repetitive Motion – computer, mouse	Kneeling	