



## HR BUSINESS PARTNER – BENEFITS & LEAVE

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<b>DIVISION:</b>	USA	<b>JOB CODE:</b>	4104
<b>LOCATION:</b>		<b>JOB FUNCTION:</b>	Human Resources
<b>DEPARTMENT:</b>	Human Resources	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	HR Manager	<b>EFFECTIVE DATE:</b>	06/25/25

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### JOB SUMMARY

Manage USA benefits and leave administration, and perform other HR functions, as needed, to support the Corporate Office. Anticipate and assess HR-related needs and seek to develop integrated solutions that support Pyrotek’s mission, culture and business objectives. As a member of the USA Human Resources Team ensure strict compliance with all federal, state and local regulations relating to HR, training and any additional assigned areas of responsibility.

### QUALIFICATIONS

#### Education/Experience

Bachelor’s degree in Human Resources, Business or related field, plus a minimum of five (5) years of HR experience, preferably with a concentration in benefits and leave administration, or equivalent combination of education and experience. Experience with self-insured medical plans is preferred.

Certification(s): SHRM-CP/PHR, SHRM-SCP/SPHR preferred. CBP from World@Work, or other benefit certification highly desirable.

#### Knowledge/Skills/Abilities

Human Resources Skills. Working knowledge of all aspects of Human Resources with a strong emphasis on benefits and leave administration. Possess the functional and technical skills, which guarantee a high level of accomplishment. Ability to convey and/or educate personnel on benefits and leave processes and requirements. Ability to maintain confidentiality in the handling of all personal and legal information related to Pyrotek team members.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization and across the globe. Genuine with high ethical standards and values, and personal integrity and honesty. Displays humility and adaptability. Ability to apply a large measure of common sense to a variety of situations. Entrepreneurial attitude toward work center excellence.

Change Agent/Strategic. Courage to make, and influence others to make, difficult people decisions. Able to foster commitment to the shared mission and vision of Pyrotek. Ability to actively participate with management in developing and managing strategic goals and objectives. Demonstrated ability to solicit and manage the development of innovative approaches to current and emerging business challenges, while taking into account strategic implications.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Computer/Applications Skills. Proficient computer skills using a variety of office and HR/Benefit related software applications, including Microsoft Office Products, HRIS and Application Tracking Systems. Strong Excel proficiency required.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Displays willingness to make decisions and work independently, without significant direction and to



use resources effectively to “figure it out”. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Ability to work collaboratively within a matrix environment. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Highly organized, detail oriented and self-disciplined.

Professional Investment. Demonstrated commitment to own personal professional development and learning. Proactively involved with professional and community organizations that promote professional growth and/or enhance Pyrotek’s ability to meet and/or exceed goals and objectives.

Flexibility. Exhibit flexibility in work schedule and perform beyond a normal workday.

Travel. Ability to travel domestically, by land and air, up to 20%.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Develop effective working relationships in support of the achievement of the business and HR strategies specifically related to benefits and leave communications, compliance and reporting.
2. Manage the administration of Pyrotek benefit and leave programs, to include:
  - a) Coordinating the administration of employee benefit programs, such as basic medical, dental, vision, group life and disability programs.
  - b) Analyzing existing benefit and leave policies and practices, including wellness programs among similar organizations, and recommending any changes to HR leadership.
  - c) Preparing and distributing effective written and verbal information to inform employees of policies and programs, including letters, notifications, FAQs, benefit booklets, presentations, and orientations.
  - d) Managing leave entitlement program, including FMLA, STD and LTD LOAs.
  - e) Ensuring compliance of benefit and leave programs with all federal, state and local legal requirements, including paid leave laws, ACA, COBRA, HIPAA, and ERISA and completion of all IRS/ACA census, and auditing and reporting requirements.
  - f) Analyzing self-insured medical plan costs, recommending changes or innovative ideas that enhance employee engagement while managing cost containment.
  - g) Consulting with and advising employees on eligibility and other related matters.
  - h) Assisting HR Business Partners with related questions/concerns.
3. Positively contribute to the overall USA HR conversation, goals and initiatives. Proactively participate in HR projects that support our overall effort to build engaged, satisfied and productive people.
4. Maintain in-depth knowledge of legal requirements related to day-to-day management of people, reducing legal risks and ensuring regulatory compliance.
5. Provide HR guidance and interpretation to management on employee relations matters, as needed. Ensure all people management is accomplished fairly, consistently, and in compliance with federal/state regulations and Pyrotek policy. Conduct effective, thorough and objective investigations and work to develop creative solutions.
6. Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention. Promote positive people relations by responding appropriately to inquiries, concerns and complaints and being professional, courteous and respectful at all times.
7. Conduct new employee orientation to foster positive attitude toward company goals. Oversee completion of HR, payroll, tax and benefit documents to ensure new employees are properly enrolled in benefits and set up in the payroll system. Assist management with weekly/biweekly payroll processes, as needed.
8. Actively encourage continuous learning by providing management training and coaching in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment, as needed.



9. Prepare employee separation notices and related documentation. Conduct exit interviews to determine reasons behind separations.
10. Ensure all appropriate employee documents are scanned to electronic archive system in a timely manner.
11. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
12. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
13. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
14. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
15. Actively support compliance with all relevant ISO management system standards by ensuring responsibilities and authorities for relevant roles are assigned and communicated, person(s) doing work are competent, and documentation of competence is retained.
16. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
17. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
18. Perform other tasks as assigned.

### **PHYSICAL/SENSORY REQUIREMENTS**

*The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.*

Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

### **WORKING ENVIRONMENT**

While performing the essential responsibilities of this position, the team member will generally work in an office environment.

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Team Member's Signature

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Date