



JOB TITLE:	Director, Human Resources	REPORTS TO:	CEO
DEPARTMENT:	G&A	LOCATION:	Irvine, CA
EFFECTIVE:	July 2021	TRAVEL:	N/A

Founded in 2010, CG Oncology is a privately-held, clinical-stage biopharmaceutical company focused on the research, acquisition, and development of oncolytic immunotherapies to combat cancer. We employ a capital-efficient operating model to achieve expedited product approval. Our strategy is centered on providing patients with new and impactful therapies. Our lead proprietary agent, CG0070, has the potential to deliver safe and effective cancer care alone and in combination with other immunotherapies. CG0070 has been shown to be a safe agent in BCG-unresponsive non-muscle invasive bladder cancer (NMIBC) and we are exploring further types of cancer in clinical studies. At CG Oncology, we aim to take the next evolutionary step in delivering innovative cancer care to millions of patients in need worldwide.

CG Oncology is seeking world-class, high-performing professionals who desire great opportunities and career growth while providing exceptional contributions to the organization. The Company is quickly growing, with a huge amount of potential and opportunity for personal growth and development. The Company has recruited an exceptional leadership team with vast experience and demonstrated success in research, drug development, manufacturing, and operations while surrounding itself with an accomplished board of directors and advisors with deep experience in investment in the healthcare sector and making impactful scientific contributions in pharmaceutical research and development, specifically in oncolytic immunotherapies.

Join the CG Oncology Team

We thrive on innovation, action, and *results*. As science evolves, so do we – staying in the forefront of new research and advancements in new therapies to treat and ultimately cure cancer. We’re on a mission to make an impact in developing breakthrough therapies that will benefit millions of patients, caregivers, and families impacted by cancer.

You will be an integral member of a cross-functional team that consists of highly motivated professionals with deep knowledge and experience in regulatory, drug development, drug safety, manufacturing, and operations. The team is responsible for the successful execution of the Company’s strategic objectives including several clinical studies in a cost-effective, safe, and compliant manner.

Position Summary

CG Oncology is seeking an experienced Director of **Human Resources** to lead Human Resources practices and objectives that will provide an employee-oriented; high-performance culture that emphasizes empowerment, quality, productivity, and standards; goal attainment, and the recruitment and ongoing development of a superior workforce. The Director of Human Resources is responsible for the development of processes and metrics that support the achievement of the



organization's business goals. The Human Resources Director coordinates the implementation of people-related services, policies, and programs through partnership with established PEO. This will include partnering with and advising CGO senior leadership to understand the organization's goals and strategy related to staffing, recruiting, retention, and wide range of human resources related matters. This position will be based in Irvine, CA and report to the CEO.

Summary

Must thrive working in a fast-paced, innovative environment while remaining flexible, proactive, resourceful and efficient. Excellent interpersonal skills, ability to develop strong relationships with all internal and external stakeholders, good influencing and negotiation skills, ability to analyze complex issues to develop relevant and realistic plans, programs and recommendations.

Responsibilities

- Serve as the trusted advisor and coach in areas of culture, talent management, rewards and change management. Utilize consulting skills to influence, coach and provide feedback to employees at all levels.
- Develop and implement innovative approaches to build engagement and a strong culture within a unique work environment that includes in-office and remote-based employees, both in the U.S. and internationally.
- Full responsibility for managing all aspects of on-boarding / off-boarding of employees, including, but not limited to managing offers of employment, background checks, on-boarding process and documentation, employee orientation of corporate culture, off-boarding documentation and exit interviews.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Manages the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Maintains compensation and benefits processes that are internally fair and externally competitive; obtains and provides appropriate benchmark data for compensation and benefits; participates in salary and benefits surveys as needed; establishes salary ranges for all positions and grade job levels.
- Protects the interest of the company, leveraging our PEO and outside legal counsel and professional resources to ensure the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Provides high-quality advice and service to management on daily employee relations and performance management issues.
- Leads the recruitment initiatives by partnering with Hiring Managers in a proactive, cost efficient manner; reviews, updates and approves job requirements / job descriptions for all positions and maintain job requisitions.
- Develops and implements proactive training including such topics as Sexual Harassment, Performance Management, Safety, OSHA Compliance, Productive Work Environment,



Ethics & Compliance, Core & Leadership Competencies, education and development approaches for all CGO Team Members.

- Manages and maintains all aspects of HR records; retains past and current records in accordance with file policies.
- Performs other duties as required.

Requirements

- Bachelors degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- Minimum 7-10+ years of progressive HR management, generalist and HR Manager experience, preferably with experience in the life sciences / pharmaceutical industry.
- PHR, SPHR, SHRM-CP or SHRM-SCP certification highly preferred.
- In-depth knowledge of federal and state employment laws and regulations including, FMLA, ADA, FLSA, EEO/AAP, Workers Compensation, unemployment, labor relations and HR best practices.
- Experience with the tools of the trade in human resources including HRIS, e-Verify, talent/file management systems and benefits administration.
- Highly proficient with Microsoft Office suite or related software.
- Ability to translate HR strategy and goals into results, Ability to adapt to the needs of the organization and employees; Ability to prioritize tasks.
- Demonstrated strong interpersonal and leadership skills; Work collaboratively across organizations and utilize resources effectively.
- Competence to build and effectively manage interpersonal relationships at all levels of the company.
- Excellent active listening, negotiation and presentation skills.
- Ability to work independently, prioritize tasks and handle simultaneous assignments under tight deadlines and in a fast-paced environment.
- Must be able to work under minimal supervision, be proactive and take initiative when needed.
- Flexibility to work in a fast paced and dynamic work environment.

To Apply:

Imagine a career where your passion for science can result in the direct impact of people's health and well-being. Immerse yourself in a culture that is committed to improving patients' lives and the caregivers and families surrounding them. Discover what it's like to be a part of a team that is fuelled by innovation and a relentless pursuit in developing breakthrough therapies for cancer patients.

If you think you have the right skills and experience, and a passion for science, we invite you to apply at: careers@cgoncology.com. In the e-mail subject line, please indicate the position title: **HR Director**.

We thank all applicants for their interest, however, only those selected will be invited for an interview.