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Job Description: Sr. Manager, People Operations Cala Health, Inc.

About Cala Health

Cala Health Inc., an award-winning bioelectronic medicine company headquartered in the San Francisco Bay area, is transforming the standard of care for chronic disease. The company's wearable neuromodulation therapies utilize electricity as medicine, merging innovations in neuroscience and technology to deliver individualized peripheral nerve stimulation, while its vertically integrated commercial model is transforming the delivery of prescription therapies. Cala Health's lead product, Cala Trio™, is the only non-invasive, wrist-worn prescription therapy currently available for essential tremor. Cala Health has new therapies under development in neurology, cardiology, and mental health, and is backed by leading investors in both healthcare and technology. For more information, visit CalaHealth.com.

Our DNA

We're here to empower people to experience greater control over their chronic conditions and more freedom in their daily lives. Our science-first approach and rapid yet rigorous clinical development means we seek excellence in everything we do for customers and our teammates. Inspired by our work, and the talented team members who work with us, we're united in our collective goal to bring about improved, lasting patient outcomes.

Join us in building a better future.

The Opportunity

We are seeking a Senior HR Manager with depth and breadth of experience in all aspects of Human Resources. This is an excellent opportunity to join a truly mission-driven organization that is growing and scaling. With the partnership of the Interim Chief People Officer, you will align and execute our HR programs in support of Cala's business objectives. You will focus on HR responsibilities related to employee experience and engagement, systems and system administration, employee benefits, performance management, HR compliance and hygiene, along with any special projects throughout the year. This role is an integral part of supporting our diverse, comprehensive people programs, which entails strong relationship development.

Responsibilities include:

Employee Experience and Engagement

- Plan and conduct new employee onboarding, orientation and our bi-monthly Cala Academy program
- Administer our Employee Engagement Survey two times a year
- Provide counsel/support to managers on managing employee performance

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- Manage the communication and execution of weekly company meeting, employee happy hours, volunteer programs, social activities (w/LHF team), etc. all well promoting a healthy and engaging culture
- Successfully offboard both employees and contractors
- Manage our employee's workplace experience, actively maintaining a high level of experience for our onsite employees

Systems

- Administer employee onboarding and administration using TriNet (PEO)
- Ensure accurate and timely entries into TriNet
- Run semi-monthly payroll
- Assist with new systems implementation (HRIS) and other platforms
- Document work procedures and policies on our internal Cala HUB (HUB maintenance)
- Lead Voya 401(k) program
- Manage Stock Option program

Employee Benefits

- Be an integral part of our ongoing benefits evaluation and administration of our benefit programs
- Manage our various leaves of absences and employee assistance program
- Manage our annual open enrollment process and other benefits related programs as needed.
- Administer our immigration program with the support of TriNet and outside counsel

Performance Management

- Be an integral part of the implementation, rollout and training of our performance management tool and process
- Create processes, training and procedures for our managers and leaders
- Establish and maintain employee handbook, employee policies, procedures, and programs
- Manage our ongoing performance management process assisting in bonus plans, merit processes, promotion process and special requests

Hygiene/Compliance

- Oversee and maintain retention and file management of employee records, ensuring compliance with state and federal requirements
- Supports the finance team with stock administration and other cross functional activities
- Track record-keeping for the compliance for all required employee training
- Establish and maintain employee handbook, employee policies, procedures, and programs
- Assure company policies are administered fairly and consistently



- Proactively communicate and execute necessary changes to policies and procedures
- Participate in relevant salary surveys. Analyze salary data to make sure compensation remains competitive

Desired Skills and Experience

We are looking for a Sr. Manager, Human Resources/People Operations to support the team in a dynamic, fast-paced startup environment, exemplified by:

- Bachelor's Degree with 6+ years human resources experience, ideally in a start-up and/or small to mid-sized company
- Demonstrated experience building and driving process improvements in a Human Resources function
- Experience managing compensation and benefits programs
- Experience recruiting and on-boarding employees
- Experience coaching/counseling managers on employee performance
- Proven ability to translate company goals and values into Human Resources programs and practices
- Excellent oral and written communication skills
- Strong organizational skills/attention to detail and quality
- Demonstrated judgment and discretion
- Knowledge of Federal and California employment laws and regulations

Cala Health believes our success is based on diversity of people, teams and thinking. We offer all employees the tools, training and mentoring they need to succeed. Our selection process is driven by the key requirements for the role rather than bias or discrimination on the basis of a candidate's sex, gender identity, age, marital status, veteran status, non-job-related disability/handicap or medical condition, family status, sexual orientation, religion, color, ethnicity, race or any other legally protected classification.

If you or someone you know might be interested in this position, please submit a resume & an introductory email to careers@CalaHealth.com.