



Director, Compensation, Benefits and HRIS

Portola Pharmaceuticals, Inc. was founded in 2003 and is headquartered in South San Francisco, CA. We are a publicly traded Biotechnology company listed on the Nasdaq Stock Market under the symbol PTLA. We have approximately 120 employees. Portola is a growth company with plans to commercialize several compounds from its own research efforts. Our breakthrough products are potentially life-saving medicines targeting the areas of thrombosis (blood clots), hematologic (blood) cancers and inflammation. Our late-stage portfolio includes three 100 percent-owned products; Betrixaban and Andexanet alfa are Phase 3 products which address significant unmet medical needs in the areas of thrombosis; and Cerdulatinib, a phase 2A orally available kinase inhibitor, with a unique mechanism of action, targets patients with relapse and refractory hematologic cancers.

The Director of Compensation, Benefits and HRIS is responsible for the development and implementation of the company's total rewards strategies and programs (including cash compensation, rewards and benefit programs) to attract, retain and motivate Portola Pharmaceuticals' workforce. This individual will be responsible for ensuring alignment of programs and policies with the corporate business strategy and enhancing Portola's competitive market position. In addition, this position is responsible for leading the development of a sustainable and scalable employee data infrastructure through the deployment and use of the company's HR Information Systems, including web-based and desktop tools for managers and employees, and the management of accurate employee-related data. This position will play an integral role in future growth, including global expansion, of the HR department to support the business. The Director, Compensation, Benefits and HRIS will report to the SVP, Human Resources.

Role Profile:

- Oversee the participation in salary surveys and analyze results in order to assess competitive labor market trends, establish salary structure and compensation philosophy, develop salary recommendations, and prepare policies and procedures to ensure equitable and competitive employee compensation
- Manage compensation activities including, but not limited to, salary administration (annual, new hire, promotion), incentive plans, sales compensation and benchmarking
- Lead and execute the company's benefits strategy including but not limited to annual renewal process, contract negotiation, benchmarking, compliance, etc.

- Provide strategic direction for the company's relocation program through proactive policy review and benchmarking, vendor management and overall program administration
- Set and drive an integrated HRIS strategy to ensure efficient processes and to minimize redundancy in workload while facilitating a self-service work environment
- Provide guidance to employees and management regarding Company policies and procedures
- Collaborate with management to provide sound judgment and counsel on compensation issues and practices
- Ensure compliance across various labor and employment areas including but not limited to AAP, EEO, FLSA, ERISA, ACA, HIPAA, federal and state statutes, etc.
- Maintain an up to date knowledge of legislation as well as market trends impacting compensation and benefits (including leave of absence/FMLA) programs and best practices and be proactive in amending policies and programs
- Key lead on company-wide headcount process and HR annual budgeting process. Assist SVP, HR with Board of Directors and Compensation Committee presentations as needed.
- As required, provide critical support in the due diligence process and comprehensive review of all compensation and benefit plans for new ventures, mergers and acquisitions.
- Additional HR projects/responsibilities/assignments as required.

We Seek Candidates With the Following Qualifications:

- Bachelor's degree in Business, HR or related field (MBA preferred) or equivalent
- 10 to 15 years of progressive experience in compensation, benefits and HRIS
- Broad background and understanding of total compensation components including base pay, incentive pay, equity plans, sales compensation programs, recognition programs, linkage of pay to performance
- Demonstrated ability to evaluate, design and recommend compensation and benefits programs based on market assessment and business strategy
- Knowledge of labor law, ERISA, FLSA, EEO legislation
- Effective at broker and vendor management
- Outstanding communications and interpersonal skills
- Proven ability to work cross-functionally and to interact with executives at all levels
- Excellent project management skills
- Pharmaceutical Industry experience is highly desired
- Flexibility, adaptability and ability to function in a fast paced environment are required

Additional Information:

- Our company overview and history: <http://www.portola.com/Company-Overview>
- Please include a cover letter that highlights your qualifications and matches our requirements along with your resume and send to careers@portola.com
- Recruiters: Please click this link for more information: <http://www.portola.com/Careers>