

Cancer Genetics, Inc. (CGI) is an emerging leader in personalized medicine, offering products and services that enable cancer diagnostics as well as treatments that are tailored to the specific genetic profile of the individual.

Products being developed at CGI are poised to transform cancer patient management, increase treatment efficacy, and reduce healthcare costs. CGI's cutting-edge proprietary tests and state of the art reference lab provide genomic information where patients and their physicians need it most – to diagnose, monitor and inform cancer treatment.

CGI's state of the art reference lab is focused entirely on maintaining clinical excellence and is both CLIA certified and CAP accredited. In addition we have approvals and accreditations from the states of Florida, Maryland, New York, and New Jersey. Our leading-edge test menu is entirely focused on oncology and provides insights and clarity to inform and guide personalized cancer treatment through the use of our core labs in: Flow Cytometry, Molecular Diagnostics, Microarrays, Immunohistochemistry, Anatomical Pathology and Cytogenetics.

JOB TITLE:	Human Resources Director
Headquarters:	201 Route 17 North, 2nd Floor Rutherford, NJ 07070
Job Location:	Rutherford, NJ
Reporting:	Chief Financial Officer
Salary:	Compensation based on experience with performance based bonus and participation in company stock option plan.

Summary

Cancer Genetics, Inc. (CGI) is looking for an experienced Human Resources Director to establish a world-class human resources function to service our Company through its next exciting phase of growth. Over the next year our sales are expected to increase significantly, and staffing for various functions will need to increase rapidly as well. The right candidate will have the knowledge and experience to expand and improve our current human resources functions to support and facilitate the achievement of our objectives. The ideal candidate will have the flexibility and diverse skills needed to achieve aggressive staffing goals for positions ranging from clinical labs to research to sales. The candidate will, ideally, have broad, hands-on experience in a growth-stage public company and have the ability to manage the demands of accelerated growth while maintaining regulatory compliance. This position requires occasional overnight travel to pursue recruitment opportunities and to attend various industry HR forums and conferences.

Essential Duties and Responsibilities

Recruiting/Hiring

In no particular order of importance,

- Function as an ambassador for the Company and be able to accurately and convincingly present the exceptional career opportunities that CGI offers
- Create and maintain job descriptions for all positions, including responsibilities, credential requirements, salary range and other essential details. Work with hiring manager to establish and update job descriptions as needed.
- Know the technical aspects of each position and be able to explain its duties, responsibilities and organizational role to potential candidates.
- Conduct initial screening of candidates for communication skills, availability, visa status, qualifications, and salary expectations.
- Educate outside recruiters on CGI and details of the position, and ensure follow up weekly at minimum on status of search and candidates
- Provide senior management with regular updates on recruiting activities, including validation of hiring priorities.
- Stay informed of state and federal laws and regulations, as well as visa requirements and documentation process required for each situation.
- Be familiar with the credential requirements for each position, and assure that employees have proper credentials.
- Help sell qualified candidates on CGI and be able to clearly explain the Company's vision and how their positions will contribute to achieving it.

Organizational Design

- Keep informed of changes within organization and revise the organizational chart accordingly.
- Stay current on industry best practices concerning organizational development and, where appropriate, lead management in discussion of potential changes or improvements.

Compensation and Benefits

- Assure that the company meets all employer responsibilities toward employees under applicable laws.
- Evaluate company compensation practices and policies against industry standards to assure reasonable and consistent practices.
- Ensure that employees are paid timely and accurately on a bi-weekly basis.
- Work with Lab Manager and other managers to confirm hours and time off records.
- Administer all benefit plans, including health insurance, dental insurance, life insurance, supplemental plans, 401k, FSA, COBRA, and stock option plan.
- Ensure accurate record keeping for payroll and benefit plans, including payroll deductions, taxes, applications, change forms, and payroll forms.
- Develop and institute a performance management system to align individual performance goals with those of the Company. The system will be an important management tool to connect pay incentives with achievement of performance objectives.
- Exceptional communication and presentation skills are required, both verbal and written.

Education and/or Experience

Bachelors or Masters degree in a relevant discipline required.

Minimum of five years experience as an HR generalist and manager in pre-IPO or recently public small to mid-size clinical laboratory/diagnostics or medical-related company. Experience in managing public-company reporting, documentation and record-keeping for human resources functions.

Computer Skills

- Solid Microsoft Windows, Word, Excel, Outlook and PowerPoint skills
- Experience using QuickBooks
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Certificates, Licenses, Registrations

- SPHR/PHR certification
- Advanced training in HR specialties (policy development, compensation and benefits, performance management, legislative compliance, HR-related public company regulations, board management, strategic staffing)

Benefits

- Competitive salary commensurate with experience, and bonus opportunity for reaching stated goals
- 3 Weeks Paid Vacation
- Excellent Health Benefits
- Participation in 401K and Flexible Spending Account Plan
- Eligibility for Incentive driven Stock Option Plan. CGI believes that having employees with an equity interest in the Company will result in better performance for our clients.

NOTE:

This job profile describes the duties and requirements of the position. Requirements stated are representative of minimum levels of knowledge, skills and/or abilities required to successfully perform the job. This position requires at least 40 hours a week and may occasionally require additional time evenings and weekends to meet deadlines or solve unexpected problems. The employee may be asked to perform other job-related duties as required.

EQUAL OPPORTUNITY EMPLOYER