



## Company Information

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Castle Creek Biosciences (“Castle Creek”) develops and commercializes gene therapies for patients with rare and serious genetic diseases. The company’s lead gene therapy candidate, FCX-007, is being evaluated for the treatment of recessive dystrophic epidermolysis bullosa (RDEB), the most severe and debilitating form of epidermolysis bullosa (EB). In addition, Castle Creek is developing FCX-013, a gene therapy for the treatment of moderate to severe localized scleroderma. Castle Creek is a portfolio company of Paragon Biosciences. For more information, visit [castlecreekbio.com](http://castlecreekbio.com).

## Job Description

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**Job Title:** HR Generalist  
**Reports To:** Sr. Director Human Resources  
**Group/Division:** Corporate  
**Position Location:** Exton, PA  
**Number of Direct Reports:**  
**Day/Shift (if applicable):**  
**Exempt/Non-Exempt:** Exempt

### General Responsibilities:

The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with senior director Human Resources and others throughout the Organization. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action, and employment law compliance.

### Responsibilities:

- Administers various human resource plans and procedures for all company personnel.
- Assists in the development and implementation of personnel policies and procedures.
- Prepares and maintains employee handbook and policies and procedures manual.
- Participates in developing department goals, objectives, and systems.
- Monitors the performance development program and revises, as necessary.
- Assists in evaluation of reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of the department and services performed.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, and work assessments. This may include safety training, anti-harassment training,
- Assists with recruiting, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.



- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; and investigations.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

**Computer Skills:**

- Advanced PC skills with proficiency in MS Office including MS Word, Excel, and PowerPoint.

**Education:**

- BA degree in Human Resources, Business Administration, or related field required.
- SHRM-CP certification a plus.

**Experience and Requirements:**

- 3 - 4 years of experience as an HR Generalist
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Ability to communicate with all levels of management and company personnel.
- Ability to maintain confidentiality of information.
- Ability to work independently.
- Strong knowledge of employee relations procedures and applicable law
- Strong Analytical skills
- Strong Business Acumen

**Disclaimer:**

This position description is written as a guideline to inform Castle Creek employees of what is generally expected of them at each job level. The description is not intended to be all encompassing or limiting in any manner; rather, it is hoped it will add understanding and better reflect the work performed at all levels of employment within Castle Creek. Duties and



responsibilities other than those listed may be included as needed within the work group or the company as a whole.

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