



PCCA

POSITION DESCRIPTIONS

Current job descriptions for five PCCA leadership roles.

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The job descriptions that follow are PCCA documents, reproduced exactly as provided.

Prepared for Charlie White

Move Mountains · September 15, 2026

Job Title	
Chief Corporate Affairs Officer	
Department	Reports To
Precision Healthcare Holdings	CEO
What We're Looking For	
The Chief Corporate Affairs Officer (CCAO) will serve as a key executive leader responsible for driving the strategic direction of the company, aligning business goals with human capital initiatives, and fostering a high-performance culture. This position is a unique combination of leadership strategy and organizational development, ensuring that the Precision Healthcare Holdings family of companies is positioned to grow and scale successfully, while attracting, developing, and retaining top talent. The Chief Corporate Affairs Officer will work closely with the CEO, strategic management team, and Board of Directors to align strategy with people initiatives, ensuring that the organization is well-equipped to navigate the evolving global healthcare landscape.	
What You Will Do	
Strategic Leadership & Vision: • Strategic Planning: Lead the formulation, communication, and execution of the company's overall strategy, ensuring alignment with corporate goals and business unit objectives. • Market Insights: Monitor healthcare trends, industry developments, and competitor activities, ensuring the company remains agile and responsive in its strategic approach. • Cross-functional Collaboration: Collaborate with other C-suite executives and business leaders to integrate strategic priorities into day-to-day operations, fostering alignment across various business units, including personalized medicine, compounding, manufacturing, and pharmacy services. • Innovation & Growth: Drive innovation in business models and new market opportunities, with a focus on leveraging data, technology, and emerging trends in healthcare. Talent Strategy & Organizational Development: • Workforce Planning: Develop and execute a workforce strategy that aligns with the company's long-term goals, ensuring the right talent is in place across all areas of the business. • Talent Acquisition & Retention: Lead the talent acquisition strategy to attract top-tier professionals, with a focus on healthcare and life sciences talent. Ensure retention strategies are in place to retain key leaders and high-performing employees. • Leadership Development: Oversee leadership development programs that nurture future leaders, enhance organizational capabilities, and ensure a pipeline of talent for the company's growth. • Culture & Team Member Engagement: Foster a culture of inclusion, collaboration, and innovation. Lead employee engagement initiatives and ensure the company's values are embedded throughout the organization. • Performance Management: Develop and oversee performance management processes, ensuring alignment with the company's strategic goals and fostering a high-performance work environment. Government Affairs and Public Advocacy: • Lead the company's government relations and public advocacy efforts, ensuring compliance with regulatory requirements and promoting the company's interests at federal and state levels. Collaborate with industry associations, lobbyists, and policymakers to influence legislation and regulations that impact pharmaceutical compounding and personalized medicine. Develop and implement strategies to enhance the company's public image and advocate for policies that support the company's strategic goals	

Organizational Design & Change Management:

- **Organizational Effectiveness:** Oversee the design and implementation of organizational structures that support the company's strategic objectives, ensuring agility and scalability.
- **Change Leadership:** Lead and manage organizational change initiatives, ensuring effective communication and support for employees through transitions, especially in response to mergers, acquisitions, or business model shifts.
- **Employee Development:** Ensure that employees at all levels have access to learning and development opportunities to enhance their skills and capabilities, keeping pace with industry advancements in healthcare.

HR Leadership & Compliance:

- **HR Governance:** Ensure compliance with local, regional, and international labor laws, regulations, and industry standards, particularly in the global healthcare sector.
- **Compensation & Benefits:** Oversee the design and implementation of competitive compensation and benefits programs that attract and retain top talent while ensuring alignment with financial goals.
- **Team Member Well-being:** Promote and manage employee health and wellness programs, ensuring alignment with the company's values and commitment to holistic healthcare.

Board Relations:

- Facilitate effective communication and collaboration between the executive team and the Board of Directors, ensuring alignment on strategic initiatives and organizational goals. Coordinate board meetings, prepare comprehensive reports, and provide strategic insights to support informed decision-making.

Stakeholder Management & Communication:

- **Executive Reporting:** Regularly report to the CEO, Board of Directors, and senior leadership team on strategic initiatives, people metrics, and overall organizational performance.
- **External Partnerships:** Build relationships with industry leaders, healthcare organizations, educational institutions, and other stakeholders to strengthen the company's strategic position and talent pipeline.
- **Internal Communication:** Ensure transparent, timely, and effective communication with team members at all levels, reinforcing strategic priorities and fostering engagement.

Who You Are

Education:

Bachelor's degree in business administration, Human Resources, Healthcare Management, or a related field is preferred

Experience:

- At least 15 years of progressive leadership experience in strategy development, organizational design, and talent management within complex, multinational organizations.
- A proven track record in the healthcare or life sciences industry, particularly in sectors such as personalized medicine, drug manufacturing, or pharmacy services.
- Experience leading and integrating strategic initiatives across diverse business functions in a highly regulated industry.
- Strong expertise in driving organizational transformation, building scalable operations, and managing cross-functional teams to achieve business goals.

Skills & Competencies:

- **Strategic Thinking:** Ability to think critically and develop long-term strategic plans, anticipating future challenges and opportunities.
- **Leadership:** Strong leadership capabilities with the ability to inspire and influence at all levels of the organization. Proven experience in leading change and driving transformation.
- **Communication:** Excellent verbal and written communication skills, with the ability to articulate complex strategies and ideas in a clear and compelling manner.
- **Analytical Acumen:** Ability to analyze data and make informed decisions to drive business performance and people-related strategies.
- **Interpersonal Skills:** High emotional intelligence with the ability to build relationships and collaborate effectively across diverse teams and global markets.
- **Global Mindset:** Experience in managing and understanding the dynamics of a global, multicultural workforce, with an understanding of international HR regulations and business practices.
- **Personal Attributes:**
 - **Visionary:** Able to foresee industry shifts and position the organization for future success.
 - **Empathetic Leader:** Committed to building a culture of trust, respect, and employee well-being.
 - **Results-Oriented:** Strong focus on driving business outcomes, delivering on strategic objectives, and optimizing organizational effectiveness.

Who We Are

Precision Healthcare Holdings is a leading multinational healthcare holding company with a diverse portfolio of businesses focused on advancing patient care through innovation. Our subsidiaries span areas including personalized medicine, drug manufacturing, compounding, drug and chemical testing, and 503b pharmacy services. We are committed to improving health outcomes and transforming healthcare delivery globally through cutting-edge solutions and exceptional talent.

Job Title:	
Senior Director of Human Relations	
Department:	Reports To:
Human Relations	Chief Corporate Affairs Officer
Position Summary	
The Senior Director of Human Relations will develop, implement and manage employee relations, talent acquisition, talent management, and human resources processes, policies and procedures that will support the company's immediate and long-term vision for growth. In this position, you will create and foster strategic relationships with team members, hiring managers, vendors, and prospects, as well as manage the human resources team.	
Essential Responsibilities	
<i>Employee Relations</i> • Collaborate with the Chief Corporate Affairs Officer, VP of Communications and other team leaders to develop the strategy and/or manage the implementation of recruiting and hiring, managing performance appraisals and lead training and development. • Coach, guide and empower hiring managers and team members while creating effective working relationships with all levels of the company • Work with the Learning and Development Manager to help Team Leaders to develop and grow team members through internal training programs • Facilitate employee transitions, including, but not limited to, relocations, visas, green cards, etc. • Assist with the creation and planning of long-term benefits strategies (i.e. health care, workers compensation, disability and retirement plans) • Collaborate with the Benefits & Engagement Manager and CFO in overseeing contract negotiations and management of benefit vendors <i>Talent Acquisition and Performance Management</i> • Oversee the talent acquisition and performance management strategy, including recruiting, hiring, performance planning and performance improvement • Refine or build the PCCA/Eagle/Wilcrest Pharma performance management system, ensuring appraisals address employee development, alignment with core values and culture, and overall competency • Foster the personal and professional development of team members through leadership, mentoring, and change management • Oversee HR processing of all Personnel Action Form requests, including final review • Manage termination agreements, merit increases, incentive awards and recognition programs • Measure and provide reports on time to hire, retention and turnover <i>Human Relations Processes, Policies and Procedures</i> • Advise leadership on all human relations issues with broad and current subject matter knowledge and expertise in federal and state employment laws • Assist with the evaluation, design, development and implementation of HR policies, procedures, processes and compensation strategies to support continual improvement • Administer and innovate human relations programs and policies to support company goals and positively engage the team members for US, CA and AUS • Represent the HR team in cross-functional and strategic meetings, and support the team in HR-related events • Assist with developing and managing program and department budgets, and work with the CFO and CCO on strategic planning for companywide budgets for	

- benefits, recruiting, etc.
- Travel up to 20% of time, with overnight stays 6 to 8 times per year

Qualifications

- Bachelor's Degree in Human Resources, Communication or related field
- Four years of experience of progressive Human Resources experience
- Two years of experience within a leadership role
- Previous experience overseeing the employee relations of 250+ employees
- Ongoing knowledge of federal, state and local HR benefits and employment law (i.e. DOL, ADA, OSHA, ERISA, EEOC)
- Demonstrated experience working with senior leaders as well as presenting and communicating in senior management settings
- Advanced level verbal and written communications skills
- Detail-oriented with excellent follow-up, project management and time-management skills
- Excellent organizational, interpersonal and presentation skills
- Ability to travel overnight, 6-8 times per year
- Intermediate level computer skills in Microsoft Word, Excel, Outlook and the Internet

Job Title	
Human Relations Manager	
Department	Reports To
Human Relations	Director of Human Relations
What We're Looking For	
The Human Relations Manager will develop, implement, and manage employee relations, talent acquisition, talent management, and human relations processes, policies and procedures that will support the company's immediate and long-term vision for growth. The Human Relations Manager will work closely with the Director of Human Relations to develop the strategic direction of the team and be a connector between Human Relations and other internal department leadership. The Human Relations Manager will create and foster relationships with team members, team leaders, vendors, and prospects, as well as manage the Human Relations Specialists, Administrators, and Coordinators.	
What You Will Do	
Employee Relations and Benefits • Manage, lead, and develop HR Administrator, HR Coordinator, HR Specialist, and HR contract team members. • Work with the Director of Human Relations and Benefits & Engagement Manager, on implementation and ongoing evaluation of the organization's compensation and benefits programs, policies, and procedures, including base pay, incentive awards, recognition benefits, health and welfare benefits, retirement benefits, and PTO. • Work cross functionally to assist in the development, implementation and administration of the overall team member experience i.e., Stay Interviews, 90-Day check-ins, Top Workplaces, Pulse Surveys, Team Member Development. • Coach, guide and empower hiring managers and team members while creating effective working relationships with all levels of the company. • Manage and help support and facilitate employee transitions, including, but not limited to, relocations, visas, green cards, etc. • Manage termination agreements, merit increases, incentive awards and recognition programs. • Collaborate with the Director of Human Relations, Vice President of Human Relations, Benefits & Engagement Manager, and CFO in overseeing contract negotiations and management of benefit vendors. Talent Acquisition and Performance Development • Collaborate with the Director of HR and other team leaders to develop the strategy and/or manage the implementation of talent acquisition, talent management, training, and development. • Oversee the talent acquisition and performance development strategy, including recruiting, hiring, performance planning and performance improvement. • Refine or build the PCCA performance management system, ensuring appraisals address employee development, alignment with core values and culture, and overall competency. • Foster the personal and professional development of team members through leadership and mentoring. • Oversee HR processing of all Personnel Action Form requests, including final review. • Measure and provide reports to Director of Human Relations for Team Leader on time to hire, retention and turnover. Business Partner, Change Agent, and Program Manager • Understand the business and team member priorities while exhibiting a data-backed mindset to diagnose and identify opportunities needed to improve organizational effectiveness. • Partner with and coach managers and leaders to facilitate organizational and cultural change. • Educate the Company on HR trends that affect the business on all human resources issues with broad and current subject matter knowledge and expertise in federal and state employment laws. • Work with the Director of HR to assist with the evaluation, design, and implementation of HR programs and strategies in alignment with both business and HR functional objectives and positively engage team members. • Provide organization specific feedback to the HR team for design and continuous improvement to ensure our goals align with business objectives. • Represent the HR team in cross-functional meetings and support the team in HR-related events.	
Who You Are	
• Bachelor's degree in human resources, business, or related field.	

- Seven years of experience in progressive Human Resources roles.
- Two years of experience within a leadership role.
- Ongoing knowledge of federal, state and local HR benefits and employment law (i.e. FMLA, DOT, DOL, ADA, OSHA, ERISA, EEOC).
- Demonstrated experience working with front line employees as well as senior leaders and in presenting and communicating in company-wide and management settings.
- Advanced level verbal and written communications skills.
- Detail-oriented with excellent follow-up, project management and time-management skills.
- Excellent organizational, interpersonal and presentation skills.
- Ability to travel overnight, 6-8 times per year.
- Advanced level computer skills in Microsoft Word, Excel, Outlook and the Internet.

Who We Are

PCCA helps pharmacists and prescribers create personalized medicine that makes a difference in patients' lives. As a complete resource for independent compounding pharmacists, PCCA provides high-quality products, education, and support to more than 3,000 pharmacy members throughout the United States, Canada, Australia and other countries around the world. Incorporated in 1981 by a network of pharmacists, PCCA has supported pharmacy compounding for more than 40 years. Learn more at www.pccarx.com.

Job Title: Learning and Development Manager

Department: Human Relations

Reports To: Senior Director of Human Relations

What We're Looking For: The Learning and Development Manager is responsible for collaborating and leading by effectively implementing a change-making strategy. Team member training and virtual member education for the organization. This individual will have a passion for great content, facilitating each learning experience, be interested in the latest learning methodologies, and have experience assisting with the delivery of programming for adult learners.

What You Will Do:

- Design and develop internal learning programs in alignment with organizational goals with current and future workforce needs in mind
- Develop leadership pipelines to support successful career paths in order to continue maximizing team member retention and performance
- Consult with subject matter experts to provide course content and curriculum
- Evaluate assessments to identify new development needs and recommend accordingly
- Review current internal programs to ensure linkage to company goals
- Focus on building the company's stock of human capital and encouraging team member development
- Measure employee performance to gauge the success of programs and identify areas for Company improvement
- Innovate leadership development, team development, and organizational communication programs and practices.
- Work closely with Strategic Managers across all PCCA companies to develop and support learning strategies and objectives for the organization.
- Develop, plan, and facilitate internal learning and development for the organization
- Work with leadership to review/assess contracts with speakers for internal learning and development
- Seek and evaluate new and innovative approaches to adult learning, introducing new formats, subject matters, speakers, etc.
- Assess education needs through surveys, interviews, focus groups, and/or consultation with managers or instructors
- Ensure that program objectives align with corporate objectives
- Collaborate with Learning and Development Coordinator and Senior Director of HR to evaluate education materials prepared by all instructors as well as coach and prep speakers, as needed
- Lead, manage, and develop Learning and Development Coordinator
- Assist the Learning and Development Coordinator with Litmos responsibilities for Bleed Blue U.

Qualifications:

- Bachelor's degree in Education, Human Resources, or related field.
- Proven experience in designing and implementing learning strategies and programs
- Strong communication, project management, and budgeting skills
- Knowledge of effective learning methods and adult learning principles

- Ability to assess development needs and deliver training
- Experience with LMS administration and e-learning course design
- Ability to work collaboratively with various departments and stakeholders.

Job Title	
Benefits and Engagement Manager	
Department	Reports To
Human Relations	Director of Human Relations
What We're Looking For	
The Manager of Benefits and Engagement is responsible for the management, administration, and strategic direction of the employee benefits program, leave management and engagement initiatives. Additionally, the Member of Benefits and Engagement will complete other Human Relations projects as well as lead the Welcome Ambassador and Human Relations Interns.	
What You Will Do	
<u>Benefits, Health and Leave Management</u> • Partner with CFO, President, and Vice President of Human Relations on the strategic plans to ensure that PCCA benefits offering remains competitive and sustainable. • Ongoing maintenance of benefits in UKG, including processing of QLE changes, auditing, and other reports • Partner with USI to ensure that we continue to have competitive benefits and enhancements, remain strategic in our efforts and remain compliant. • Manage Open Enrollment process including benefits renewal, fair, UKG set-up, file feed sends and team member enrollment help support. • Review and update benefits forms and processes regularly to ensure efficiency and accuracy • Facilitate leave management - personal leave of absences, FMLA, STD, LTD and Worker's Comp • Establish and maintain relationships with all HR/Benefits/401K vendors • Process and manager COBRA enrollment • Lead Health and Wellness Leadership Team and initiatives with the goal to lower benefits claims and empower PCCA Team Members to be more informed health care consumers and invest in their overall wellness. • Send Health and Wellness monthly newsletters tied to high claims. • Assist with maintaining compliance of benefits programs and regulatory filings • Manage all contracts and agreements for benefits programs and lead all new benefits program implementations. • Partner with Learning and Development Manager to offer innovative education for Health and Wellness. • Schedule and facilitate all annual and quarterly benefits vendor meetings - USI, EpiphanyRx, BCBSTX Member Rewards, etc. <u>Engagement Management</u> • Work with the Director of Events and Culture to develop Culture Committee Leadership Team, Culture Committee Team, all internal events and culture budget. • Manage annual team member gifts - Thanksgiving and Holiday • Manage Team Member of the Year process - PCCA USA, PCCA Canada and Eagle • Facilitate Top Workplaces process • Manage Awardco platform and other Team Member awards <u>Human Relations - General</u> • Manage, lead and develop the Welcome Ambassador and all Human Relations Interns • Collaborate with Manager of Human Relations to support in employee relations, talent acquisition, talent development, terminations, etc. as needed. • Assist with invoice tracking and expense report submission • Assist with recommending HR best practices to maximize performance, productivity, efficiency and morale across the organization • Partner with Empower to facilitate 401K including team member support and compliance for document sends. • Creation of Human Relations policies as needed. • Primary contact for UKG Executive Relationship Manager to continue to be efficient and current on program offerings. • Assist with annual HR events/projects, as required	
Who You Are	
• Bachelor's degree in Business, Human Resources or Communications • Three years' experience in benefits management • Ten years' experience in leading engagement efforts	

- Customer service oriented
- Advanced level verbal and written communication skills
- Excellent interpersonal, decision-making and multi-tasking skills
- Advanced level auditing and report management skills
- Ability to provide support and interact with all levels within an organization
- Advanced level computer skills in Microsoft Outlook, Word, PowerPoint, Excel, Internet, and a Payroll/HR system

Who We Are

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