



United Way of Tucson
and Southern Arizona

UNITED WAY OF TUCSON AND SOUTHERN ARIZONA Position Description

Director, Human Resources
Full-time, FLSA Exempt
April, 2021

Job Summary:

Reporting to the Chief Operations Officer, this position manages the day-to-day operations of the Human Resources office. The Director of Human Resources carries out responsibilities in the following functional areas: benefits and compensation administration, recruitment and hiring, performance reviews management, payroll data and processing, employee relations and engagement, training and development, employment law, and front desk operations. The Director of Human Resources originates and leads human resources practices and objectives that will provide an employee-oriented, high performance culture, emphasizing empowerment, quality, productivity, goal attainment and the recruitment, retention, and ongoing development of a superior workforce.

A high degree of self-direction and initiative is required to be successful in this role. All United Way of Tucson and Southern Arizona (UWTSA) programs and strategies work toward eliminating racial, ethnic, and socio-economic disparities for an educated, thriving, and equitable community.

Responsibilities:

Benefits and Compensation Administration

- Follow trends in salary development levels, paying particular attention to internal and external salary equity standards.
- Prepare and maintain job descriptions, job evaluation and company salary structure systems.
- Analyze, administer and explain benefits to employees, serving as liaison between benefits brokers and employees, participate in benefits selection.
- Enroll employees in benefits programs, maintain accurate enrollments, terminate coverage as needed.
- 401(k) administration including employee enrollment processing, completing annual census in a timely manner to retirement plan administrator, and distribution of necessary plan documents.
- Perform Administrator duties within payroll system, maintaining current payroll profiles in payroll processing system (ADP). Backup bi-weekly payroll processing. Generation of manual payroll checks as necessary.
- Assist employees with timekeeping as needed including ADP access and password resets.
- Process COBRA enrollment and administration.

Recruiting/Hiring

- Strive to maintain a talented, diverse and inclusive workforce, ensuring equitable treatment of all staff.
- Review and update job description as needed, including paying attention to the integrity of exempt and non-exempt positions.
- Post open positions as appropriate – internally, UWW/Indeed, CareerBuilder and other recruiting sources as appropriate.
- Pre-screen applicants for hiring manager, conducting initial phone interviews of selected candidates.
- Participate in all in-person interviews and assist hiring manager in identifying and creating job related interview questions and tasks.
- Conduct background and reference checks on potential new hires.
- Participate in development and execution of orientation programs and procedures for new employees.
- Enter all new employees into e-Verify and for I-9 approval.
- Manage building access and key creation and distribution.

Professional Development and Employee Engagement

- Recommend, develop and schedule development and training courses.
- Develop All Staff HR training schedule and facilitate discussion.
- Support and Train supervisory level staff.
- Succession planning and career growth.
- Support employee's health and wellness

Compliance Management

- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements.
- Monitor changes and remain current in all areas of employment law.
- Liaise with outside legal counsel when appropriate.

Employee Records

- Responsible for the proper entry, storage, security and use of employee personal data, including resumes, applications, tax forms and all other forms related to benefits, wages and paid time off.
- Maintain compensation records throughout employees' tenure.
- Remain current on all regulations concerning employee records.
- Ensure job descriptions are up-to-date.
- Administer employee driving and insurance records.
- Assure all employee files are complete.
- Maintain and develop electronic HR information systems.

Administration and Compliance Management

- View any and all organization-wide HR policies through the lens of equity, diversity and inclusion.
- Develop, update and maintain personnel policies manual.
- Engage in performance appraisal process.
- Review and revise HR policies in compliance with changing or new legislation.

- Utilize outside resources in order to monitor issues and concerns in employment law, communicating potential changes to senior management.
- Prepare and maintain job documentation and descriptions.
- Review and approve all monthly invoices for benefits and submit to Finance for payment in a timely manner.
- Prepare and submit all statutory compliance items (EEOC, FMLA, etc).
- Maintain organization charts.
- Keep HR Intranet Page current and all pertinent information up to date and available.

Disciplinary Process

- Consult with line managers as to the proper management of employees during disciplinary proceedings.
- Review employee complaints and ensuring accurate and timely documentation of concerns or issues.
- Facilitate actions to resolve employee issues and escalate them to appropriate management team as necessary.

Front Desk Management

- Supervises front desk administrative employee.
- Ensures proper coverage and operation of reception area including visitors and incoming phone inquiries.

Other Duties as Assigned

Qualifications, Skills and Abilities:

- Bachelor's Degree with specialization in Human Resources or Business, plus five years of experience in Human Resources positions. Generalist experience required. PHR or SHRM-CP preferred.
- Demonstrated excellent written/verbal communication skills.
- Articulate communicator and demonstrated ability to make presentations to large groups.
- Demonstrated customer service, problem solving, time management, and organizational skills.
- Able to exercise effective judgment, sensitivity, creativity to changing needs and situations.
- Demonstrated ability to establish and maintain effective working relationships with all levels of United Way staff as well as donors, community partners, vendors and other constituents.
- Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality, and to respect and observe organizational protocol.
- Ability to research, evaluate and analyze new recruitment techniques, methods and procedures.
- Demonstrated skills using Windows-based software, including Internet browsers, e-

mail, word processing, spreadsheet, database, and presentation software, to generate meaningful and comprehensive documents, materials and presentations.

- Must possess a valid driver's license, current auto insurance and access to reliable vehicle and be able to occasionally lift up to 25 pounds.

Thank you for your interest in this position. Please email your resume and cover letter to:

jdenigris@unitedwaytucson.org