

SOUTHERN ARIZONA AIDS FOUNDATION

EMPLOYMENT SUPPORT SPECIALIST JOB DESCRIPTION

Scope of Work: Under the supervision and direction of the Director of Operations the Employment Support Specialist assists the Director of Operations by providing overall staff support through the performance of Human Resources-related administrative duties and tasks. The Employment Support Specialist is a full-time, non-exempt position.

Functional Responsibilities:

Assists the Director of Operations in carrying out various human resource functions and procedures for all SAAF employees, including but not limited to:

- Assists with the processing of HR-related payroll functions, such as entering new employee data, benefit selections and allocations.
- Processes benefits administration, including employee enrollments, check requests for monthly premium payments and annual employee notices as required.
- Reviews employee timesheet entries in SAAF's Electronic Timekeeping software. Works with employees and managers to facilitate necessary corrections to entries and notifies Finance when review is complete, according to agreed-upon deadlines, so that payroll processing can begin.
- Coordinates processing of background checks and applications for fingerprint clearance for all candidates and employees as applicable.
- Maintains data base of required training certificates and fingerprint clearance cards to ensure they have not expired and coordinates recertification/re-applications as needed.
- Maintains employee human resource records and compiles reports as requested by the Director of Operations.
- Coordinates all aspects of new employee orientation process and coordinates the exit interview process, in conjunction with finance and operations staff.
- Coordinates all aspects of agency Cultural Diversity Committee.
- Runs queries and completes annual reports, such as EEO1 and Vets 4212 for review by the Director of Operations prior to submission.
- Prepares agendas for regular meetings, such as monthly staff meetings and directors meetings.
- Maintains agency organization chart and employee directories.
- Performs other duties as assigned.

- Reports to the Director of Operations.

Minimum Qualifications:

- Bachelor's degree in Human Resource Management or related field and/or 2 years' experience in the Human Resources field.
- Strong understanding of concept of confidentiality and ability to keep highly sensitive information confidential.
- Sensitivity to cultural and personal differences in age, ethnicity, and lifestyle.
- Effective interpersonal skills suitable for interacting with various departments, personnel and all levels of management.
- Must have the ability to be flexible, a self-starter, capable of problem solving and working independently.
- Comprehension of human resources/personnel file requirements.
- Able to communicate effectively using verbal and active listening communication skills.
- Ability to manage multiple projects effectively and to work under pressure to meet deadlines.

Preferred Qualifications:

- Bachelor's Degree in HR Management or related field AND 2 years' experience in the HR field.
- SHRM-CP or SHRM-SCP or PHR/SPHR certification.

Compensation: Minimum \$18.00/hour, DOE; benefits include health, dental, and life insurance; long- and short-term disability insurance.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, or email to hr@saaf.org, or visit www.saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Start Date: As soon as possible.