

# SOUTHERN ARIZONA AIDS FOUNDATION

## HUMAN RESOURCES GENERALIST JOB DESCRIPTION

Scope of Work: The Human Resources Generalist supports the organizational mission through professional administration of Human Resource functions. The Human Resources Generalist is a full-time, non-exempt position.

### **Functional Responsibilities:**

- Administers and develops human resource programs including but not limited to: talent acquisition, compensation, benefits and leave, disciplinary matters, disputes and investigations, performance and talent management, productivity, recognition and morale, occupational health and safety, and training and development.
- Oversees job classifications to ensure regulatory compliance and accuracy in documentation of job specifications, including duties, responsibilities, scope, and complexity.
- Collaborates with hiring managers and department Directors to understand required skills and competencies for job openings and facilitates recruitment process for open positions.
- Coordinates all aspects of new employee orientation process and coordinates the exit interview process, in conjunction with Finance and Operations staff.
- Ensures the accuracy of employee data, timesheets, benefit selections, and cost center allocations in support of the Payroll function. Works with employees and managers to facilitate necessary corrections or changes to records and communicates to Finance in a timely manner.
- Ensures accuracy of employee records and maintains the integrity of the HRIS system through proper documentation practices.
- Compiles reports and provides accurate and relevant data as needed including annual compliance reports such as EEO-1 and Vets 4212.
- Administers benefits program, oversees employee enrollments, processes check requests for monthly premium payments, and coordinates annual employee notices as required.
- Handles employment-related inquiries from applicants, employees, and supervisors.
- Acts as a liaison between employees, management, and HR in investigating disputes, grievances, and conflicts and performs accurate documentation and follow-up.
- Conducts background checks, employment and degree verifications, and applications

for fingerprint clearance for all candidates and employees as applicable.

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments.
- Researches, evaluates, and communicates new laws, regulations, and standards related to employee relations, benefits, and working conditions.
- Coordinates all aspects of agency DEI Committee.
- Maintains agency organization chart.
- Performs other duties as assigned.
- Reports to the Director of Operations.

**Minimum Qualifications:**

- Bachelor's degree in Human Resource Management and 2 years' experience in the Human Resources field as a generalist, OR 6 years' experience as a generalist.
- Strong understanding of concept of confidentiality and ability to keep highly sensitive information confidential.
- Sensitivity to cultural and personal differences in age, ethnicity, gender/gender identity/orientation 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:**

- SHRM-CP or SHRM-SCP or PHR/SPHR certification.

**Compensation:** Minimum \$24.00/hour, DOE; benefits include health, dental, and life insurance; long- and short-term disability insurance, 401k match.

**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](mailto:hr@saaf.org), or visit [www.saaf.org](http://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.

People who use (or used to use) drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

**Start Date:** As soon as possible.