

SOUTHERN ARIZONA AIDS FOUNDATION
JOB DESCRIPTION

Job Title: Manager for People and Culture
Department: Administration
FLSA Status: Exempt
Reports To: Director of People and Culture
Salary: Pay Grade 109 (\$55,214-\$69,018)

Essential duties include:

- Manage HR operations, programs, and processes, under the direction of the Director of People and Culture.
- Supervise 1-2 members of the People and Culture Team, including technical support for timesheets, HRIS support, benefits administration, and recruitment.
- Conduct initial intake and subsequent investigations into employee complaints related to discrimination in the workplace, policy violations, employee relations matters, and make recommendations on findings to the Director of People and Culture
- Stay current on compliance needs for the organization including law, policy and program requirements, and provide Compliance Point of Contact for the organization
- Create and update job descriptions and job requirements where and when needed, in concert with hiring managers and directors as subject matter experts
- Manage staff responsible for hiring, onboarding, initial training, and development to ensure full level of engagement and long-term success of new staff members.
- Coach and support staff managers to ensure they have the necessary tools and resources needed to optimize performance and achieve established organization goals; provide ongoing support and coaching to all staff to ensure the organization is transparent and consistent in applying human resource policies, in collaboration with the Director of People and Culture and SAAF directors and managers.
- Plan and execute organization-wide training, including tracking completed trainings, ensuring that necessary training is provided, and structuring future training.
- Collaborate with Director of People and Culture to develop, update, and maintain the organization's compensation program, to include a compensation philosophy, structure, and market data. Perform pay calculation during hiring, compensation adjustment, and position change.
- Audit and maintain proper overtime exemption status for all positions.
- Educate staff and implement applicable employment law changes as needed, including maintaining employee handbook and facilitating changes as needed.
- Oversee staff who coordinate benefit administration to include leaves of absences and paid time off, time and attendance, overtime, and separations.
- Ensure compliance with all federal, state, and local employment laws.

- Oversee staff who perform benefits administration, including claims resolution, change resolution, approving invoices for payment, and regularly educating/communicating benefits information to employees.
- Collaborate with the Director of People and Culture to develop short and long-term organizational planning and strategy as a key member of the People and Culture Team.
- Create activities centered around wellness and belonging for SAAF as a whole, including working with the Employee Resource Group Culture Club to manage successful events.

QUALIFICATIONS:

Minimum Qualifications

- Bachelor's Degree in Human Resources, Organizational Management, Psychology or other relevant subjects or five (5) years of human resources generalist experience
- Certificate from HRCI or SHRM: PHR, SHRM-CP
- Knowledge of HRIS and payroll systems
- Strong working knowledge of HR functions and procedures (e.g. pay and benefits, recruitment, training, and development)
- Working knowledge of federal, state, and local employment laws
- Prior experience managing staff
- Must be able to clear basic background checks

Preferred Qualifications

- Certificate from HRCI or SHRM: SPHR or SHRM-SCP.
- Masters Degree in Human Resources, Organizational Management, Psychology, or other relevant subjects or eight (8) years of human resources generalist experience
- Three (3) years of prior experience managing staff
- Advanced knowledge of federal, state and local employment laws
- Experience providing training on multiple HR functions, including performance management, time tracking system usage, and employment law.

Capabilities

- Aptitude for critical thinking, problem solving, and decision-making.
- Strength of character, integrity, ethics, commitment, and reliability; Must adhere to confidentiality requirements.
- Strong interpersonal skills and the ability to work with diverse populations.
- Ability to communicate effectively, both verbally and in writing.
- Excellent problem solving, research, and analytical skills.
- Able to effectively manage multiple projects and meet deadlines.
- Commitment to diversity, equity and inclusion, and creating and supporting an anti-racist, anti-oppressive environment.
- Ability to travel regularly and access to reliable transportation, especially among offices and secondary work locations.

WORK ENVIRONMENT

General office conditions.

PHYSICAL REQUIREMENTS

This job is a sedentary job, as defined by the Social Security Administration, CFR CFR § 404.1567. Physical exertion requirements:

(a) *Sedentary work.* Sedentary work involves lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required occasionally, and other sedentary criteria are met.

Disclaimer: This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. Management reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, functions, and requirements.

COMPENSATION: Starting range of \$55,214-\$69,018, DOE; benefits include health, dental, and life insurance; long- and short-term disability insurance. 13 paid holidays per year, 4 weeks of PTO per year to start in addition to 40 hours of sick leave. Access to SAAF Health Clinic on-site for primary care needs.

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 People & Culture, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, e-mail 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.

People who 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.