



Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an Equal Opportunity Employer

Director of People

The core mission of the Director of People (DOP) is to promote a productive, positive, and supportive workplace for all OPCS employees. This position directly supervises the Human Resources Manager and Training staff and reports directly to the Chief Executive Officer as a member of the OPCS Executive Team.

Employee Benefits

Competitive Salary, Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 160 Hours Paid Time Off (PTO) Per Year.

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.

Duties and Responsibilities:

Human Resources:

1. **Employee Benefits:** Oversee benefits planning and insurance coverage.
2. **Employee Compensation:** Oversee establishment of compensation plans to include regular consultation with external consultants in the areas of market analysis and setting pay grades.
3. **Recruitment:** Collaborate with the OPCS Leadership Team to develop and guide new and innovative strategies to attract talent.
4. **Hiring:** Monitor the hiring process to include but not limited to posting positions, application review, orientation, and onboarding of new staff.
5. **Inclusion, Diversity, Equity, and Access:** Serve as the management representative within the OPCS IDEA committee, offering support, guidance, and assistance in identifying and implementing new initiatives.
6. **Staff Recognition:** Oversee current staff recognition efforts and collaborate with the OPCS Leadership Team to develop and implement new ways to recognize the amazing staff at OPCS.
7. **Culture:** Promote initiatives, to be implemented by the OPCS Leadership Team, that will support a culture which mirrors OPCS values. Oversee construction of the OPCS Cultural Competency Plan.
8. **Compliance:** Directly supervise the Human Resources Manager to ensure compliance with HR regulations and standards.
9. **Employee Relations:** Respond to employee related concerns and support OPCS management to address and document efforts related to staff performance. Ensure fair and consistent application of policies and procedures. Address and resolve workplace conflicts, promoting a positive and inclusive work environment. Foster open communication channels between employees and leadership.
10. **Complaints and Grievances:** Collaborate with OPCS Management, including the Corporate Compliance Officer, to address complaints, grievances, and report of OPCS policy and/or ethics violations.
11. **Reporting:** Monitor and report on key performance indicators for HR as identified in OPCS Strategic and Operational Plans.

Training and Staff Development:

12. **Oversight:** Directly supervise training staff.
13. **Staff Training and Development:** Promote a high level of performance through standardized onboarding and training for all OPCS staff.

Job Status

Full Time (Exempt)

Pay Rate

\$78,582 - \$99,611

Pay Comments

Salary based on experience.

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
2323 S. Park Ave. Tucson, AZ
85713

Email Resume/Application to:
hr@helptucson.org



Employment References, drug screen and background check are conducted pre-employment.

14. **Leadership:** Lead the development and implementation of strategies to promote professional development within all levels of staff and management. Oversee construction of OPCS Leadership and Workforce Development Plans.
15. **Housing First Training Academy:** Oversee the operation of the Housing First Training Academy.
16. **Peer Recovery Support Specialist Training:** Oversee the operation of the OPCS PRSS training program.
17. **Reporting:** Monitor and report on key performance indicators for Training and Staff Development as identified in OPCS Strategic and Operational Plans.

Minimum Qualifications:

Bachelor's degree in human relations or related field. Leadership experience in training and human relations. Leadership experience in organizational change management. Strong written and verbal communication skills. Demonstrated success in driving employee engagement and shaping positive corporate culture. Strong understanding and commitment to diversity, equity, and inclusion principles. Excellent communication and interpersonal skills. Strategic thinker with the ability to translate business goals into effective people strategies. Experience working with culturally diverse, LGBTQ+ and criminal justice involved populations.

Preferred Qualifications:

Master's degree in human relations or related field. Four years of experience in managing a human relations department within a non-profit organization. Four years of experience in managing a training and professional development department within a non-profit organization. Certification through the Society for Human Resource Management or similar organization. Experience and knowledge of evidenced-based approaches, Harm Reduction, Trauma Informed Care, and Motivational Interviewing.