



## ***Southern Arizona's Premier Social Service Agency***

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

### **HR Generalist**

The Human Resource Generalist will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, payroll, and leave, and enforcing company policies and practices.

### **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:**

1. Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
2. Conducts or acquires background checks and employee eligibility verifications.
3. Ensures proper maintenance of employee personnel files, following federal, state and licensure requirements.
4. Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance reviews; occupational health and safety.
5. Responsible for processing payroll; verifying hours are entered correctly, deductions are accurate, processing tax and direct deposit changes, entering and processing garnishments and various payroll duties.
6. Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
7. Attends and participates in employee disciplinary meetings, investigations, and terminations.
8. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
9. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
10. Performs other duties as assigned.

### **Qualifications:**

Preferred bachelor's degree in a related field, and a minimum of 3 years of experience in a professional HR Generalist role. Excellent verbal and written communication skills. Excellent interpersonal, negotiation, and conflict resolution skills. Excellent organizational skills and attention to detail. Excellent time management skills with a proven ability to meet deadlines. Strong analytical and problem-solving skills. Ability to prioritize tasks and to delegate them when appropriate. Ability to act with integrity, professionalism, and confidentiality. Thorough knowledge of employment-related laws and regulations. Possesses a valid AZ driver's license, insurance and reliable vehicle. Bilingual and/or bi-cultural a plus.

### **Job Status**

Full-Time

### **Pay Rate**

\$50,877 - \$62,566 - \$74,235

### **Pay Comments**

Salary based on experience.

**In accordance with pay transparency, the salary reflected in this posting is the full salary range for this position. Individual placement within the range is based on the candidate's current experience, education, skills, and abilities related to the position. Salary placement is typically between the minimum and mid-point of the salary range.**

***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](mailto:hr@helptucson.org)



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

