



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

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

## HR Business Partner

The Human Resources Business Partner (HRBP) serves as a strategic and hands-on partner to leaders and staff across the organization, supporting a full range of HR services. This role builds strong relationships with managers, ensures fair and consistent application of HR policies, and helps align people practices with the nonprofit's mission, values, and strategic goals.

### 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.

### Duties and Responsibilities:

#### Strategic Partnership and Consulting

- Act as a primary HR point of contact for assigned departments, advising managers on workforce planning, job design, and team structure.
- Coach leaders on effective people management, including feedback, motivation, performance conversations, and change management.
- Use HR data (turnover, engagement trends, exit feedback) to identify issues and recommend practical solutions that support retention and culture.

#### Talent Acquisition and Onboarding

- Partner with hiring managers to define roles, create job postings, and manage full-cycle recruitment for assigned positions.
- Screen candidates, participate in interviews, and support equitable, structured selection processes aligned with organizational values.
- Collaborating with the L&D team, coordinate and continuously improve onboarding and orientation to ensure new staff understand the mission, values, policies, and expectations.

#### Employee Relations and Culture

- Provide timely, confidential support to employees and supervisors regarding workplace concerns, conflict, and interpretation of policies.
- Guide managers through progressive discipline, documentation, and corrective action that is fair, consistent, and compliant.
- Help design and implement engagement, recognition, and inclusion initiatives that strengthen a respectful, mission-driven, and trauma-informed culture.

#### Performance Management and Development

**Job Status**  
Full-Time

**Pay Rate**  
\$60,694 - \$74,838 - \$88,962

**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.**

Old Pueblo Community Services  
2323 S. Park Ave  
Tucson, AZ 85713



Employment References and background check is conducted pre-employment.

- Support managers and staff in the performance management cycle, including goal setting, check-ins, evaluations, and development planning.
- Facilitate or coordinate trainings on core people topics (e.g., coaching skills, documentation, harassment prevention, new tech, compliance) in partnership with HR leadership and the Learning & Development Team.
- Identify organization-wide development needs from feedback, surveys, and performance data, and propose solutions such as workshops or learning resources.

#### **HR Operations, Compliance, and Benefits Support**

- Ensure accurate and timely updates to employee records and HRIS data (status changes, job changes, compensation updates, leave tracking).
- Educate employees and managers on HR policies, benefits, leaves of absence, and basic employment law requirements, escalating complex issues to HR leadership.
- Help maintain compliance with federal, state, and local employment laws (e.g., FLSA, FMLA, EEO, ADA) through consistent practices, documentation, and training.

#### **Qualifications:**

- Bachelor's degree in human resources, business, organizational development, or related field; equivalent HR experience may substitute.
- 4+ years of progressively responsible HR generalist or HRBP experience, including direct support to managers.
- Solid knowledge of core HR functions (recruitment, employee relations, performance management, benefits basics, HR compliance).
- Demonstrated ability to build trust, maintain confidentiality, and navigate sensitive employee issues.
- Strong communication, facilitation, and problem-solving skills with a collaborative, service-oriented approach.

#### **Preferred Qualifications**

- Experience in the nonprofit or human services sector.
- Project Management experience with implementing digital projects
- HR certification (e.g., SHRM-CP/SHRM-SCP, PHR/SPHR) or progress toward certification.
- Experience supporting equity, inclusion, and trauma-informed or culturally responsive practices in HR programs.
- Familiarity with common HRIS and payroll systems used in small to mid-sized organizations.

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#### **Working conditions and other details**

- Full-time, exempt role with typical business hours.
- Primarily office-based with the possibility of hybrid/remote flexibility in accordance with organizational policy.
- Occasional travel between sites or to training/conference locations may be required.