



## POSITION DESCRIPTION

**POSITION:** Human Resources Generalist

**STATUS:**  **Full Time (32hrs/wk)**  **Part Time**  **Exempt**  **Non-Exempt**

*Join our dynamic and dedicated team to help provide a safe, compassionate, healing environment for children who have been a victim or witnessed a crime. Our Human Resources Generalist helps uphold our values of Collaboration, Excellence, and Impact by facilitating all HR processes to support the team in providing critical services for children and families impacted by crime throughout Southern Arizona. The Human Resources Generalist also actively participates in the Center's efforts to disrupt systems of oppression through recruitment for diversity, equal opportunity for low-income applicants, flattened pay scales, inclusive decision-making, and pathways for advancement.*

**FUNCTION:** Reporting to the Executive Director, The HR Generalist develops and implements all human resource processes. Duties include complete and accurate record keeping and personnel file management, onboarding and off boarding, fielding complaints, and assisting leadership with disciplinary issues. This role is also responsible for identifying and facilitating compliance training for all staff upon hire and on an ongoing basis as required by law.

### PRIMARY DUTIES AND RESPONSIBILITIES:

#### Records and Personnel Files

- Maintain personnel files that include all legally-required documentation;
- Review national accreditation standards for additional requirements;
- Ensure personnel files include all documentation specifically required for each position;
- Review vendor files and contracts to identify errors, omissions, and areas of risk;
- Maintain vendor/contract files and ensure appropriate updates as needed;
- Perform periodic file audits to ensure inclusion of appropriate paperwork;
- Recommend additional documentation to leadership based on research and best practice.

#### Training

- Identify appropriate and affordable resources for training as required by law;
- Identify resources for training as required by grant funding and accreditation standards;
- Identify appropriate resources for training to enhance services for clients;
- Collaborate with leadership to identify additional training for specialized positions;
- Develop a comprehensive training plan that encompasses all recommendations;
- Ensure full compliance with all requirements, including format and attachments
- Create a system to track training completion for each staff member;
- Support staff in addressing obstacles to successful completion of required modules;
- Communicate clearly and consistently with leadership for any delinquencies.

Onboarding and Off Boarding

- Review processes and documents to identify needed changes;
- Streamline the system and make recommended changes over time;
- Perform onboarding of new hires, including reference checks and I-9 verification;
- Perform off boarding as needed, including exit interviews;
- Provide exit interview summaries to leadership to enable ongoing improvement.

Complaints and Discipline

- Facilitate administration of the annual Employee Engagement Survey;
- Participate in discussions to adopt changes that improve culture;
- Create a system for employees to file complaints that is easily accessed and confidential;
- Remain available for employees to discuss issues and determine the need for formal complaints as needed;
- Advise leaders of all complaints, including the Board of Directors as appropriate;
- Support supervisory staff in building skills and addressing issues with staff;
- Guide the progressive disciplinary process as needed, ensuring adequate documentation.

Other duties as assigned.

**QUALIFICATIONS:**

- Bachelor’s degree in Human Resources/related field or equivalent experience preferred
- Minimum of 1-2 years comparable and relevant experience in HR work preferred
- Additional HR training or SHRM Certification preferred

**SPECIAL ABILITIES AND KNOWLEDGE:**

- High-level organizational skills
- Ability to prioritize and meet or beat deadlines
- Ability to make decisions, using intuition and problem solving skills
- Excellent communication skills, both verbally and in writing
- Familiarity with Human Resource laws and regulations
- Ability to maintain the confidentiality of sensitive information
- Must be able to pass a fingerprint and criminal background check

*Any offer of employment is contingent upon successful completion of new hire screenings, including background checks and professional reference checks.*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

SACAC signature: \_\_\_\_\_ Date: \_\_\_\_\_