



# Tucson Indian Center

160 North Stone Avenue • Tucson, Arizona 85701  
Mailing Address: P.O. Box 2307 • Tucson, Arizona 85702  
Telephone: (520) 884-7131 • Fax: (520) 884-0240  
[www.ticenter.org](http://www.ticenter.org)

**Job Title:** Human Resources Manager

**Salary:** Grade 28 Non-exempt **DOE**

**Status:** Probationary/Permanent, Full-Time

**Hrs/WK:** Forty (40)

**Department:** Administration

**Job Location:** Tucson, Arizona

## **Nature of Work:**

Plan, direct, and coordinate human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

## **Essential Functions:**

1. Formulates policies and procedures for recruitment, testing, placement, classification, orientation, and benefits.
2. Directs preparation and distribution of written and verbal information to inform employees of benefits, compensation, and personnel policies.
3. Evaluates and modifies benefits policies to establish competitive programs and to ensure compliance with legal requirements.
4. Analyzes compensation policies, government regulations, and prevailing wage rates to develop competitive compensation.
5. Develops methods to improve employment policies, processes, and practices and recommends changes to management.
6. Prepares budget for personnel (Salaries, benefits, etc.)
7. Prepares and delivers presentations and reports to Executive Director or other management regarding human resource management policies and practices and recommendations for change.
8. Coordinates conflict resolutions between employees.
9. Conducts exit interviews to identify reasons for employee termination and writes separation notices
10. Plans and conducts new employee orientation including contract employees.
11. Writes directives advising department managers of organization policy in personnel matters such as equal employment opportunity, sexual harassment, and discrimination.
12. Studies legislation, arbitration decisions and other activities to remain current and compliant in personnel matters.
13. Maintains records and compiles statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.



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14. Maintains personnel files in a compliant manner including efiles.
15. Analyzes statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
16. Represents organization at personnel-related hearings and investigations.
17. Coordinates with vendors to provide contract employee services.
18. Investigates incidents and accidents and prepares reports for insurance carrier.  
(Workman's Comp)
19. Coordinates and tracks employee training.
20. Performs other related duties as assigned

## **Required Knowledge, Skill and Ability:**

- Ability to relate well with the public by exhibiting patience, courtesy, and tact.
- Knowledge of proper telephone etiquette.
- Ability to demonstrated knowledge of word processing and data entry procedures
- Standard office practices and procedures.
- Type a minimum of 55 words per minute.
- Work well with people of varied socioeconomic backgrounds.
- Perform mathematical computations and general office duties.
- Compose and format correspondence, letters, memos, and meeting minutes.
- Follow oral and written instructions.
- General knowledge of medical field as it relates to medical employees

## **Required Experience and Training:**

Must be SHRM trained and certified. Preference of Associate Degree or six to eight years of work experience or a combination of six to eight years job related work experience. Possess awareness of native cultures and traditions, and sensitivity to these

## **Additional Requirement:**

- Must possess a valid Arizona Driver's License
- Must pass Driver Insurance Carrier's requirements
- Must pass Arizona DPS Fingerprint Clearance (Class I & II)
- Must pass and submit to periodic/random drug testing



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## **Working Conditions:**

- Ability to sit for long periods of time in an office environment with low to moderate noise.
- Ability to sit in front of a computer for 6-8 hours a day.
- Ability to travel to various locations, including out of state.

## **Supervisory Status:**

Supervision:  
Reports to Executive Director

## **Reviewed and Approved By:**

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.

Revision No: 1

Revision Date: 3/23/2022