

ARIZONA CRIMINAL JUSTICE COMMISSION
1110 W Washington, Suite 230, Phoenix, AZ 85007

HUMAN RESOURCES MANAGER

Posting Dates: March 16, 2015 – April 3, 2015
Salary Range: \$60,000 - \$65,000 Grade: 22 Location: Phoenix

The Arizona Criminal Justice Commission (ACJC) is seeking the ideal candidate to serve as the Human Resources Manager. This position also supports the agency as the Office Manager, has supervisory responsibility, and is a direct report of the Executive Director. This is a permanent full-time opportunity with great benefits, an ideal work environment that includes free covered parking, on-site cafeteria and front door access to public transit.

Purpose/Objective

This position is responsible for planning, directing, and coordinating the human resource management activities of the agency in the areas of recruitment, benefits, retirement employee compensation, training, personnel policies, and regulatory compliance. Additionally, this position is charged with office management responsibilities to oversee the operations of the office and ensures that it runs smoothly.

Essential Duties and Responsibilities

- Administers compensation, benefits, retirement, and performance management systems, and safety and staff activity programs.
- Identify staff vacancies, recruit, interview and select applicants, conduct new employee orientation and exit interviews, and manage classification and compensation activities.
- Administers the EEO, OSHA and FMLA communication to staff, and required federal and state reporting and monitoring.
- Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Serve as a link between management and employees by handling questions and helping resolve work-related problems.
- Work with managers to determine training needs such as employee development, computer and software training and health and safety programs.
- Maintain records and compile reports concerning personnel-related data such as hires, transfers, performance appraisals, workplace safety and equal opportunity for employment.
- Oversees the coordination of agency public meetings, agenda preparation and the review of meeting minutes.
- Serves as the Travel Reduction Coordinator and oversees agency fleet vehicles, defensive driving training and monitors agency driving record reports.
- Directly supervise administrative staff (currently one staff member)

Knowledge, Skills and Abilities:

- Knowledge of the principles of personnel/HR management including interpretation of federal and state laws, rules and regulations
- Knowledge of the principles of benefits, retirement, class and compensation, recruitment and retention administration
- Knowledge of the principles of organizational development and staff training
- Knowledge of the state HRIS system to include YES, ETE, MAP, ASRS, as well as federal EEO, and OSHA standards
- Ability to set clear objectives and measures; monitors process, progress and results of assigned projects

- Skilled communicator in both an oral and written context, and a skilled presenter to all levels of internal or external contacts
- Skilled in compiling and analyzing complex information, and to research and develop solutions to complex issues
- Proficient in the use of Microsoft office software products such as Word, Excel, Access, Outlook, and PowerPoint
- Ability to work with diverse stakeholders within and external to the agency
- Ability to learn meeting recording and electronic/internet communications equipment

The successful candidate will have a Bachelor's Degree from an accredited college or university in Human Resources or Human Resources Administration, Business Administration or a related field and/or four years of progressively responsible human resources and supervisory experience. The successful candidate must be a team player and participate fully in coordination efforts within the agency.

This position may require some in-state travel including overnight travel once a year to organize agency activities surrounding the annual Law Enforcement Conference.