



Human Resources Manager Job Announcement

The Arizona Democratic Party is looking for an experienced, motivated, proactive and dynamic human resources professional to manage operational effectiveness, human resources matters, and recruiting efforts. Directs and coordinates the implementation of the organization's human resource policies, programs, and practices. Provides leadership and managerial direction.

The HR Manager will perform professional level duties in the following functional areas: recruitment, employee relations, compliance, and benefits administration.

Essential Job Functions:

Coach and mentor associates to develop their strengths.

Prepare all new hire paperwork and orientation materials and conduct orientation sessions for new associates

Manage the recruitment, selection, on-boarding process and training for all associates

Complete all exit interviews and coordinate all separation details.

Employee Relations - Moral; Teamwork; Culture; Discipline; Coaching; Employee Handbook changes

Recruitment - Locating qualified individuals to fit various positions needed by expanding locations where positions are advertised

Onboarding - Solidifying processes for bringing staff on to team



Process Improvement - Strengthen process for reporting structure?

- Manage the recruiting process from inception to fulfillment, including but not limited to requirements gathering, status updates, and follow up:
- Support the onboarding process from inception to fulfillment, including but not limited to requirements gathering, skill assessment, status updates, and follow up
- Maintain, manage and create job descriptions
- Own and manage the interview process such as candidate sourcing and selection, conducting initial phone screens, analyzing qualifications, background, and experience.
- Serve as the candidate point of contact
- Assist in the development and evaluation of reports, decisions and results of department in relation to established goals.
- Provide general support for various human resources initiatives as required
- Support new hire integration, host orientation programs, and process new hire paperwork
- Coordinate administrative communications for arrivals, departures, office transfers and other employee status changes
- Responsible for completion and accuracy of all personnel files, including I-9's. Conducts audits as needed and/or directed in compliance with applicable legal requirements.
- Assist HR with employee/personnel projects and establish various reports and documents to provide current personnel information
- Assists in maintaining Human Resource Information System records and compiles reports from database as needed
- Assists with administration and communicates health and benefit plans including enrollments, changes and terminations. Processes required documents through insurance and benefits.
- providers to ensure accurate record keeping and proper deductions; Reconciles benefits statements
- Perform customer service functions by answering employee requests and questions
- Assists or prepares correspondence
- Annually reviews and makes recommendations to executive management for improvement of the organization's policies, procedures and practices on personnel matters
- Maintains knowledge of industry trends and employment legislation and ensures organization's compliance
- Maintains responsibility for organization compliance with federal, state and local legislation pertaining to all personnel matters
- Communicates changes in the organization's personnel policies and procedures and ensures that proper compliance is followed



- Assists executive management in the annual review, preparation and administration of the organization's compensation and benefit program
- Coordinates, analyzes, or conducts exit interviews to determine reasons behind separations that may include follow up
- Consults with legal counsel as appropriate, or as directed by the ED, on personnel matters
- Works directly with department supervisors to assist them in carrying out their responsibilities on personnel matters
- Recommends, evaluates and participates in staff development for the organization
- Develops and maintains a human resource information system that meets the organization's personnel information needs
- Participates on committees and special projects and completes other duties as assigned
- Reports to work punctually and follows a work schedule to keep up with the demands of the office
- Establish and see through annual or semi-annual employee performance reviews.

Requirements

- Bachelor's degree or equivalent and 4 years of experience in an HR Department
- Ability to quickly learn systems, processes, procedures.
- Strong ability to assess a candidate's skills and interest to provide insight and advice to managers during the interviewing and selection process.
- Strong interpersonal skills to effectively build partnerships with staff.
- Excellent analytical, research/Internet skills that creatively enhance branding/marketing/recruiting programs and reduce costs.
- Able to multitask, communicate progress and meet deadlines.
- Strong written and verbal communication, interpersonal, and relationship building skills
- Sound judgment, enthusiasm, can-do attitude, diplomacy, with the ability to be proactive
- Flexibility to handle a variety of tasks and shift priorities simultaneously
- Strong knowledge of employment laws
- Excellent organization and time management skills
- Experience with understanding and assessment in compensation best practices, including FSLA.



- HR experience a must
- SHRM-CP or SHRM-SCP Preferred.
- Bachelor's Degree in Human Resources or Organizational Leadership and Supervision preferred; Experience may be substituted for education
- Three to five years' experience in a human resources generalist role
- PHR or SHRM-CP credential preferred
- Prior experience in a political organization preferred
- Maintain a high degree of confidentiality
- Excellent attention to detail, strong organizational skills, and ability to manage several tasks at the same time
- Understanding of employee engagement principles, theories, and concepts
- Have flexibility in schedule to attend or participate in events
- Effective public speaking skills with ability to present material in an impactful and understandable way.
- Desire and ability to coach, mentor, and develop staff across all levels of the organization.
- Exhibit a positive and approachable demeanor with high level of emotional intelligence.
- Problem solve, investigate and recommend solutions
- Communicate, respond and provide support at all levels of the organization.
- Knowledge of applicant hiring and training processes.
- Knowledge of federal, state and local employment regulations/legislation.
- Knowledge of human resources concepts, practices and procedures.

HOW TO APPLY: This is a full-time position. Please send brief cover letter and resume to operations@azdem.org with subject line "Application: Human Resources Manager" by October 1, 2019.

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