

**YUMA PRIVATE INDUSTRY COUNCIL
POSITION DESCRIPTION**

Title: **Human Resources Manager/Equal Opportunity Officer Title 1B Programs/Title IX Coordinator & Investigator**

Reports to: Executive Director

Classification: Exempt

Revision Date: 2023

START SALARY \$34.30/Hr.

SUMMARY

The position of Human Resources Manager maintains responsibility for the organization's centralized personnel program, including recruitment, orientation, EO/ADA training, personnel transactions, benefits, compensation, performance management, employee relations and involvement, and legal compliance with all relevant State and Federal laws in the area of Human Resources, including EEO, FLSA, and ADA. The Human Resources Manager is also assigned the responsibilities of the Equal Opportunity Officer for Title 1 Programs as required by the Workforce Innovation and Opportunity act. Additionally, the Human Resources Manager has been designated as a Title IX Coordinator/Investigator as required by department of education.

This position is responsible for writing policy regarding: Human Resources Policy & Procedure for all employees of the Council. Equal Opportunity Policy (ie. Limited English Proficiency, Providing Reasonable Accommodations, Discrimination Complaint Policy and Procedure, Title IX Policy & Procedure) for the ARIZONA@WORK-Yuma County delivery system and Educational Opportunity Center Charter High School.

This position is also responsible for approving payroll for the council employees.

Below is the framework of the essential duties assigned to this position; however, please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change or may be assigned at any time with or without notice.

PRIMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills,

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and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Equal Opportunity Officer Functions

Supporting Skills

- Ensure compliance with Equal Employment Opportunity rules.
- Develop policy regarding EO and translate policy to Spanish for posting on ARIZONA@WORK-Yuma County website.
- Present policy to Workforce Development Board for approval.
Act as liaison between the Yuma County Title 1B stakeholders, State EO administrators.
- Clarify priorities; coordinate, monitor, and revise complaint procedures to ensure timely processing and review of complaints.
Conduct ADA safety checks at One Stop Center, Service Providers sites, Somerton Resource Center, and San Luis Resource Center.
Interpret civil rights laws and equal opportunity regulations for individuals and employers.
- Monitor on-site programs of service providers; conduct report reviews and evaluate findings in order to determine if systematic discrimination exists.
- Secure annual EO training for the Yuma County Workforce Delivery System.
- Investigate and summarize Participant EEO complaints and grievances by interviewing internal/external customers (employers, participants, One Stop partners, service providers and staff in reference to participant/client EEO complaints;
- Prepare corrective actions reports.
- Submit log to State WIOA EO Officer on a quarterly basis outlining all discrimination and programmatic complaints received directly, through service providers or One Stop Operators.

2. TITLE IX COORDINATOR & INVESTIGATOR for EOC Charter High School

Supporting Skills

- Develop policy regarding Title IX for K-12 EOC Charter High School
- Present Policy to EOC Charter School Board and Workforce Development Board for approval.
- Ensure posting of the policy (in English and Spanish) on the school's website
- Attend training regarding Title IX responsibilities for Coordinator and Investigators
- Coordinate and Investigate complaints under Title IX (sex discrimination) within the EOC Charter High School community.

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3. Plan, Direct, Review, and Administer Centralized Comprehensive Personnel Programs.

Supporting Skills

- Anticipate organizational and employee needs.
- Coordinate procedures related to employment openings; manage job postings, review resumes, and conduct reference checks.
- Organize and participate in all interview sessions.
- Establish and maintain personnel records in compliance with applicable legal requirements
- Keep employee records up-to-date by processing employee status changes in a timely fashion.
- Track evaluation dates and review staff evaluations. Communicate annual pay increases to payroll in a timely manner.
- Update job descriptions in coordination with supervisors and develop/review the appropriate evaluation form.
- Review evaluations of all employees; ensure no illegal or compromising verbiage is used.

4. Plan, Negotiate, Direct, Review, and Administer a Centralized Comprehensive Benefits Program i.e. health care coverage & retirement savings plan

Supporting Skills

- Explain benefits and open enrollment forms; handle benefit inquiries & complaints to ensure quick, equitable resolution.
- Coordinate health, life and disability insurance enrollments and communication with service providers concerning routine administration of programs.
- Manage the benefit plan renewal process, and work with Insurance Broker to identify benefit plans & vendors that present the best values.
- Oversee and ensure the correct administration of COBRA and Health Savings Accounts.
- Assure company compliance with provisions of Employee Retirement Income Security Act (ERISA), and the Affordable Health Care Act.
- Act as the Plan Administrator for the Council's 401K retirement savings plan.
- Ensure all new hires are enrolled into the 401K plan in a timely manner.
- Coordinate annual informational meetings with Financial Advisors ensuring all staff members' attendance.
- Maintain accessibility and knowledge of the online Plan Sponsor Web-station.

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- In coordination with the 401K Provider, prepare and submit all plan year end testing and 5500 reports to the IRS and Department of Labor in a timely manner.

5. Ensure Orientation for New Employees and input personnel information in the designated Payroll/Human Resources database.

Supporting Skills

- Explain benefits and forms to new employees.
- Review forms for accuracy.
- Introduce new staff to current work force.
- Prepare paperwork required to place new employees on the payroll
- Maintain and schedule timely notification of all payroll changes.
- Input new employee information in the designated Payroll/HR database.
- Update information and submit changes utilizing the designated Payroll/HR database.
- Review the payroll report before payroll is submitted; ensure the personnel changes were made, and review to identify any circumstances that may appear out of the ordinary (unscheduled or unauthorized increases, decreases, contributions.)

6. Enforce Personnel Rules and Regulations, and Ensure Compliance with Laws

Supporting Skills

- Analyze and interpret complex regulations.
- Present regulations to supervisory and line staff in a credible manner.
- Communicate concerns and opportunities to senior management.
- Obtain legal counsel when appropriate.
- Document issues and situations related to enforcement of compliance issues up to and including the Executive and Operations Directors.
- Implement and oversee pre-employment, post-accident, and random drug testing as part of the drug free workplace policies.
- Track staff fingerprint expiration dates, ensuring timely submittal of renewal applications.

7. Develop, Evaluate, and Implement Plans, Programs, Policies, and Procedures

Supporting Skills

- Act the Safety Coordinator

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- Develop and update Emergency Plans
- Plan and conduct meetings with the Safety Committee as an advisement member of the Safety Committee.
- Identify opportunities to strengthen the organization through progressive Human Resource initiatives.
- Design programs that support continual learning for staff.
- Implement and evaluate effective Human Resource programs and initiatives.
- Maintain and update the Personnel Policies & Procedures manual as needed.

8. Prepare Written Reports, Budgets, Correspondence and Memoranda

Supporting Skills

- Maintain accessible and usable Human Resources files.
- Respond to Unemployment claims.
- **Complete Verification of employment (current and prior employees)**
- Report and submit all work related accidents/illnesses to Workman's Compensation carrier in a timely fashion.
- Prepare annual OSHA 300 Log.
- Prepare reports necessary for IRS/DOL 5500 Reports.
- Prepare budget for the department.

9. SAFETY Committee Coordinator

Supporting Skills

- Issue out and keep inventory of keys
- Program alarm systems for all employees, vendors, one stop personnel, one stop partners, and service providers.
- Plan, coordinate, conduct Safety Committee meetings
- Secure safety training as needed (ie. Run , Hide, Fight; Avoid, Deny, Defend)
- Schedule and coordinate safety drills (active shooter, fire, earthquake)
- Assist in the selection of Security Company
- Ensure all employees that drive for the company possess auto insurance with appropriate limits and driver's license.
- Update the emergency and Evacuation plans
- Ensure all employees possess a valid Level One Fingerprint Clearance Card
- Ensure all employees clear a background check with AZ DES Child Safety Central Registry.

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10. Process Travel Request Forms and Make Travel Arrangements for Human Resources Department

Supporting Skills

- Process Travel Request Forms for employees in a timely manner
- Research information and make reservations for trainings, hotels and rentals as needed
- Make all travel arrangements including: purchase of plane tickets, and secure rentals as necessary
- Ensure hotel is at a convenient distance from the event's venue
- Review the travel request form
- Complete the advance (per diems) sections in the advance requests
- Provide to traveling employees a summary of all arrangements made (hotel location, transportation, registrations, etc.)
- Ensure proper audit trails for expenses related to travel
- Provide to accounting designated official the necessary documents as required by policies and procedures

11. Supervise Personnel

Supporting Skills

- Establish and clarify goals and priorities.
- Assess skills and provide training opportunities.
- Supervise the work accomplished.
- Monitor attendance, work competencies and proficiency of the department.
- Perform Staff Evaluations.

12. Serve on the Sr. Management Team of the Organization

Supporting Skills

- Contribute ideas and engage in dialogue concerning critical issues;
- Collaborate with colleagues in planning and implementation;
- Analyze problems, examine solutions, make recommendations;
- Take the initiative in directing the organization's resources toward accomplishment.

CORPORATE VALUES

Integrity:

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Be a responsible corporate citizen committed to the health & safety of others, compliance with laws, regulations, and company policies;
Behave in a businesslike manner demonstrating mature, professional actions;
Be fair, honest, trustworthy, respectful and ethical in all engagements;
Honor all commitments;
Be accountable for all actions, success and failures.

Teamwork:

Be committed to the common goal;
Perform tasks in a manner that benefits the entire organization;
Openly communicate up, down, and across the organization;
Value the diversity of our workforce;
Show willingness to make adjustment in schedules, and maintain openness to others' ideas of working approaches;
Willingly share your resources.

Performance/Initiative:

Focus on what is important, perform careful and thorough work;
Establish and communicate clear expectations;
Relentlessly pursue success;
Strive for flawless execution;
Work hard, celebrate successes and learn from failures;
Remain flexible, adapt to change and balance multiple priorities;
Continuously look for ways to improve self, services and processes;
Technical and Job knowledge; how well you demonstrate the understanding, knowledge and technical skills required for your job.

Learning:

Commit to develop and improve throughout your career;
Actively seek ways to build upon your capabilities;
Learn from sharing past decisions and actions both good and bad to continuously improve performance;
Demonstrate a willingness to use new and different approaches in completing tasks and offer resourceful solutions;
Use creativity and imagination to develop new ideas and approaches;
Improve by benchmarking and adopting best practices.

Corporate Level Contribution:

Perform tasks in a manner that benefits the entire organization;
Seek to consistently improve quantity, quality, accuracy and efficiency;
Look for small improvements as well as major improvements;
Identify and eliminate unnecessary work and non-value added activities;
Optimize time and resources;
Teamwork: how well you work with others and fit into the corporate culture.

Customer Service:

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Anticipate the needs of those served, and demonstrate true caring;
Deliver the very best every day to make a difference;
Continuously look for ways to improve self, services and processes;
Demonstrate a positive attitude;
Make and cheerfully spend time to consistently exceed clients' and colleagues' expectations;
Show humility for the role played in the lives of others;
Respect co-workers (by being on time, not using sarcasm, etc.), and appreciate similarities & differences of each employee.

CORE SKILLS

Language

Speaking: Talking to others to convey information effectively.

Oral Expression: The ability to communicate information and ideas so others will understand (respond effectively to the most sensitive inquiries or complaints, effectively presenting information and responding to questions from groups of managers, clients, employers, customers, elected officials, and the public).

Oral Comprehension: The ability to understand information and ideas presented.

Writing: **The ability of communicating effectively in writing as appropriate for the needs of the audience.**

Written Comprehension: ability to read and understand information and ideas presented in writing).

Written Expression: The ability to communicate information and ideas in writing so others will understand (write clear and concise memoranda without close supervision).

Reading Comprehension: Read, analyze, and interpret general instructions, technical procedures, and government regulations (understanding written sentences and paragraphs in work related documents).

Fluency in the English language required.

Mathematics

Apply mathematical concepts such as probability and statistical inference, fractions, percentages, and ratios.

Reasoning

Problem Sensitivity: ability to tell when something is wrong or is likely to go wrong (does not involve solving the problem, only recognizing there is a problem).

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Deductive Reasoning: ability to apply general rules to specific problems to produce answers that make sense (solves practical problems, collect data, establish facts, and draw valid conclusions).

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Critical Thinking: The use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Interpret a variety of technical instructions.

Technology

Demonstrate **proficiency** in software including but not limited to Microsoft Windows, Microsoft Office, Microsoft Excel, and Demonstrate **proficiency** in Internet usage.

Socioeconomic

Maintain an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.

Supervisory

Active Learning: Understanding the implications of new information for both current and future problem-solving and decision-making.

Time Management: Managing one's own time and the time of others.

Learning Strategies: Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things. Provides guidance to Executive Team regarding supervision of line staff. May be authorized to represent the Agency in legal matters relating to Human Resources.

Interpersonal

Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.

Service Orientation: Actively looking for ways to help people.

Must possess excellent interpersonal skills.

Must demonstrate excellent self-control and confidence during presentations.

Physical Demands

Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reach with arms and hands.

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Use hands and fingers to operate keyboards and other office equipment.

Other

Demonstrate public speaking skills.

Demonstrate client-interviewing skills.

Demonstrate data entry and retrieval skills.

Demonstrate appropriate interpersonal skills to accomplish tasks.

Interpret federal and state rules and regulations.

Must demonstrate the Core Values of the Organization.

Must clear a background check with Arizona Department of Child Safety;

Must possess or be able to obtain an AZ Level One Fingerprint Clearance Card;

Must possess a valid Arizona Driver's License, reliable transportation, and current liability insurance (**\$100,000 Person/ \$300,000 Accident Bodily Injury and Property Damage**).

EDUCATION AND EXPERIENCE

Bachelor's degree in Human Resources or Public or Business Administration, and three to five years progressively responsible experience in Human Resource Management, or an equivalent combination of education and work experience that provides the knowledge, skills, and abilities to perform the tasks included in this position. Fluency in English and Spanish is required. SHRM or other HR Certificate is highly desired.

Experience in working with and interpreting federal and state regulations is required.

The ability to maintain a high level of confidentiality to handle sensitive and confidential situations, and a high level of interpersonal skills are critical to the performance of this position.

Knowledge of office administration procedures and attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines is required.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate for an office environment.