



HUMAN RESOURCES DIRECTOR

OPENING DATE: December 9, 2020

CLOSING DATE: Open until filled

SALARY: To Be Determined

QUALIFICATIONS:

Requires a Bachelor's degree or equivalent experience. At least five years of experience in Human Resources.

MAJOR FUNCTIONS:

- Manages employee compensation and benefits program.
- Reviews, recommends and monitors wage and employee appraisal programs.
- Coordinates bidding process on health and wellness benefits and ensures compliance with ERISA.
- Assist with labor relations and negotiations as needed.
- Monitoring, tracking and responding to grievances.
- Participate in mediation and arbitration as needed.
- Working with labor attorney, as necessary.
- Interpreting contracts and advising staff.
- Manages employee recruitment by directing staff in following established recruitment process & procedures.
- Assist in final hiring decisions and responding to charges from EEOC.
- Coordinate FTA Drug & Alcohol Program by reviewing and revising policies to comply with regulations.
- Develops implements and disseminates policies and procedures by conducting research.
- Develops and revises policies and procedures.
- Enforces various policies and compiling EEO plan.
- Filing form 550 for retirement plans annually.
- Manages the 401k plan by notifying employees of open enrollment.
- Administers loan and early withdrawals from the 401k account.
- Provides information for top-heavy testing as required by the IRS.
- Other duties assigned.

BENEFITS:

Benefits include health care coverage for employees and dependents, vacation, sick leave, paid holidays and a 401k retirement plan.

TO APPLY:

You may fill out an employment application at 3920 N. Sun Tran Blvd. from 9:00 a.m. to 4:00 p.m., Monday through Friday. You may also download an application from our website at www.suntran.com, and fax it to (520) 293-3348, or email it to tiana.nesbitt@tucsonaz.gov.

If selected for any of the positions, the company requires a background investigation and a pre-employment drug screen.

We are an Equal Opportunity/Reasonable Accommodation Employer