



# Job Posting

Flagstaff, Arizona

Fax: 928-774-5809

Website: [www.northlandfamily.org](http://www.northlandfamily.org)

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**Date** : February 6, 2023  
**Position** : Human Resources Manager  
**Status** : Full Time, Exempt, 40 hours/week  
**Department** : Administration  
**Salary** : \$58,000/year  
**Funds** : SUBJECT TO FUNDS AVAILABILITY  
**Hours** : Hours are Monday-Friday  
**Benefits** : Eligible for healthcare benefits: medical, dental, vision, life insurance. 403b retirement plan option. Receive 9 paid holidays, 1 birthday holiday, 1 floating holiday per year. P a i d time off accrued on hours worked, starting at 6.4 hours accrued every 2 weeks with a maximum PTO bank of 160 hours.

**Closing Date:** Position opened until filled

**Applying:** Submit resume to Shaleen Seward and Heather Marcy  
[sseward@northlandfamily.org](mailto:sseward@northlandfamily.org) and [hmarcy@northlandfamily.org](mailto:hmarcy@northlandfamily.org)

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**Position Summary:** This position is responsible for ensuring agency compliance with applicable Federal and State labor laws and regulations, as well as funder and licensure requirements. HR Manager is responsible for developing and administering Personnel Policies and Procedures, assist with hiring processes, creating and maintaining personnel records, employee benefits administration, payroll, assisting supervisors and staff with personnel matters, reporting as needed, and some office management

## RESPONSIBILITIES:

### 1) Personnel

- Develop and administer Personnel Policies and Procedures
- Develop and maintain Human Resources operational procedures, including overseeing NFHC Employee Handbook
- Ensure compliance to applicable Federal and State labor laws and regulations
- Organize, process, and maintain personnel records and database in accordance with applicable laws, regulations, funder, and licensure requirements
- Direct employees with timely renewal of required certifications, i.e., CPR/First Aid, Fingerprint Clearance Cards, etc.
- Ensure timely processing of employee benefits, i.e., reviews, PTO accruals, pay increases, insurance enrollment
- Oversee enrollment of employees on agency insurance as they become eligible
- Act as liaison between employees and NFHC benefits insurance companies
- Research benefits packages for agency employees
- Assist with employee satisfaction and staff morale to drive employee engagement and retention
- Assist supervisors in coaching and corrective processes for personnel matters
- Develop, implement, and monitor agency hiring processes and practices, including job posts, reviewing applications, interacting with applicants, conducting and/or participating in interviews and hiring decisions
- Timely preparation, processing, and record maintenance of bi-weekly payroll
- Assist program supervisors with reference checks on prospective new employees
- Conduct New Hire Orientation and provide information to employees on policies and benefit program
- Conduct periodic salary surveys to maintain NFHC's competitive status
- Review and verify unemployment claims for eligibility and validity
- Process Workman's Compensation claims
- Perform verification of employment requests
- Periodic review and updating of Job Descriptions

- Pursue information on current practices in the HR field relative to specific issues that arise

## **2) Administration**

- Maintain Board of Director records and information
- Actively participate in meetings and decision-making with other members of agency leadership team
- Attend and participate in other meetings as required and/or requested
- Other duties as may be assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of principles, practices, and standards of human resources and administration
- Knowledge of State and Federal laws and regulations
- Understand, implement, and demonstrate the values, principles, and ethics of social services practice and NFHC's Mission
- Knowledge of employee benefits issues and administration
- Knowledge of Workman's Compensation laws, practices, and administration
- Skilled in problem analysis and resolution
- Skilled in Word and Excel
- Ability to interact and develop positive rapport with NFHC staff and external contacts
- Ability to maintain confidentiality
- Ability to develop HR initiatives, programs and policies that support the organizations policies and philosophy toward diversity and inclusion
- Exceptional interpersonal communication and relationship-building skills
- Ability to effectively resolve operation and personnel problem
- Fluent and effective communication with diverse population, as well as supervisors and staff

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in social services field, Business Administration, and/or Public Administration
- Two years of progressively responsible human resources experience
- Any equivalent combination of experience, training and/or education approved by Executive Director
- Must be at least 21 years of age

### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in Personnel/Human Resources or Public Administration and at least three years of full-time professional human resources experience
- Professional Human Resources (PHR) Certification Senior Professional in Human Resources (SPHR) Certification
- Any equivalent combination of experience, training and/or education approved by Executive Director

### **REQUIRED CERTIFICATIONS (can be obtained upon hire):**

- Ability to obtain Arizona Department of Public Security Fingerprint Clearance Card
- Successful Annual TB Test
- Valid Driver License and Proof of Insurance
- Other certification(s) or acknowledgment(s) as may be required by NFHC, licensures, and/or funding sources

### **WORKING CONDITIONS / PHYSICAL REQUIREMENTS:**

- Position requires periods of desk time, as well as periods of mobility
- Position may require lifting/carrying up to 50 lbs
- Position may require kneeling, reaching, and stooping
- Position requires effective communication skills with diverse age groups and populations

### **REPORTS TO:** Executive Director

This job description is intended to describe the general nature and level of work being performed. This job description is not intended, nor shall it be construed as, a contract of or for employment, nor is it an exhaustive list of all responsibilities, duties and skills required of staff so classified. Northland Family Help Center reserves the right to amend this job description at any time, with or without prior notice.