



**Job Opening Announcement  
November 2021**

**Human Resources Specialist**

This position is based in Mesa, Arizona

Aster Aging, Inc. empowers and supports older adults and their families to remain independent and engaged in our communities. Our non-profit organization provides a full continuum of services, with core programs that include: Center-Based Services, Meals on Wheels, In-Home Support, Outreach / Social Services, and Contracted Programs. Our vision is to be a leader in providing direct services and mobilizing resources that support the changing needs of our older adult population.

We are currently recruiting for an important job opening. The Human Resources Specialist is a generalist position serving as team leader for human resource functions within our organization, performing a variety of human resources, payroll and related administrative tasks. In collaboration with the executive team and our contracted Professional Employer Organization (PEO), they develop and implement policies and procedures, maintain updated job descriptions, and address any employment relations issues. The Specialist coordinates recruitment and onboarding processes, and maintains personnel records. They prepare and process bi-weekly electronic payroll for our team of 60+ employees. The position involves significant teamwork and collaboration.

Full-time (40 hours /week) non-exempt position  
Competitive wage and benefits package

Preferred qualifications include a minimum of three years progressively responsible work history in human resources. Bachelor's degree in human resources, business or a similar field. Knowledge of principles and practices of personnel administration and related regulations. Effective written and oral communication skills. Strong interpersonal skills and ability to encourage team work. Strong organizational abilities and attention to detail. Nonprofit experience preferred.

*Please refer to the Job Description for additional information.*

Interested applicants are encouraged to submit their resumes and salary expectations to:

HR Specialist Search Committee  
Aster Aging, Inc.  
45 West University Drive, Mesa, Arizona 85201  
Phone: 480-964-9014, Fax: 480-898-7306, [hr@asteraz.org](mailto:hr@asteraz.org)  
[www.asteraz.org](http://www.asteraz.org)

*Position is considered open until filled.*

Equal Opportunity Employer.

HR Specialist JOA.11/21

**Aster Aging, Inc.**  
**Job Description: Human Resources Specialist**

**Overview:** The Human Resources Specialist is a generalist position serving as the team leader for human resource functions within a non-profit social service organization. The position will perform a variety of highly responsible and complex human resources, payroll and related administrative tasks in support of Aster's vision, mission, and goals. The position involves significant teamwork and collaboration.

**Major Duties:**

- In collaboration with the executive team and the contracted Professional Employer Organization (PEO), develop and implement human resource policies and procedures in compliance with government and funder regulations. Provide training to supervisors and staff on the Employee Handbook and related policies.
- Develop and maintain updated job descriptions. Post and advertise job opening announcements. Screen applicants and schedule and/or conduct interviews with supervisors. Check references and conduct required background checks. Conduct new hire / on-boarding and termination / off-boarding processes.
- Maintain employment and personnel records in compliance with regulations and policies. Maintain wage charts, employee listings, and similar internal documents. Prepare and process claims and reports for workers' compensation, unemployment, FMLA and related requirements.
- Serve as a main point of contact with the contracted PEO and related insurance carriers. In collaboration with the contracted PEO/ carrier, manage open enrollment and provide information to employees on benefits.
- Prepare and process bi-weekly electronic payroll for 60+ employees in collaboration with the Finance Office and the contracted PEO. Accurately process employee payroll status changes, payroll deductions, vacation and sick leave accrual and usage, and related tasks.
- Serve as team leader for performance review processes.
- Coordinate and facilitate supervisor and staff development and training.
- Maintain an organizational climate that attracts, motivates, supports, and retains high quality professional employees. Address any employment relations issues, in collaboration with the executive team and the contracted PEO. Provide conflict resolution and oversee progressive corrective action practices as needed.

**Other Duties:**

- Ensure that Aster's policies, standards, and decisions are implemented and maintained. Foster appropriate communication and positive relationships between the Board, staff, volunteers and offices / centers.
- Serve as a member Aster's administration team, participating in the development of organizational plans and coordinating with other members in specific functional areas.
- Other duties as needed and appropriately assigned.

**Qualifications:**

- Bachelor's degree in human resources, business or a similar field preferred.
- Minimum of three years of experience in human resources with a work history that demonstrates progressive responsibility. Knowledge of principles and practices of personnel administration and related regulations. Nonprofit experience preferred.
- Strong organizational abilities, attention to detail, and problem solving skills. Ability to work independently and review own work for accuracy.
- Effective written communication skills. Ability to compose human resource documents and correspondence.
- Highly effective oral communication and interpersonal skills. Ability to encourage teamwork and work cooperatively with others. Ability to work effectively with diverse employees, constituents and communities. Multicultural competency. Bilingual Spanish-English helpful.
- Proficiency in using related computer technology and office equipment.

**Requirements:**

- Possess valid AZ driver's license and vehicle to use in performance of job.
- Ability to obtain Level I Fingerprint Clearance Card and compliance to Aster's background check policies.

**Responsible to:** Chief Executive Officer

**Status/ Hours:** Full-time. Primarily weekday office hours, with evening and weekend work required at times.

**Primary Work Site:** Administration Office in Mesa, Arizona. Position will require some travel via automobile.

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