

Job Title: Human Resources Manager - Collective Member

Reports to: Board of Directors

Type: full-time, non-exempt

Principle Function - the Human Resources Coordinator is responsible for facilitating hiring, monitoring training, peer work performance evaluation coordination, processing and facilitating employee accountability (discipline) incidents, administrating performance improvement plans, and making recommendations for termination.

Essential Functions:

- Hiring - evaluate position requirements and job description, place advertising, evaluate candidate responses, set-up hiring interviews, notify candidates of results, perform background checks, notify candidate of hire
- New Hire Orientation - process payroll and job description paperwork, orient new hire to employee policies, initiate training schedule and do warm hand-off to Training Coordinator, check-in with new hire on satisfaction with training and workplace
- Peer Reviews - ensure that annual and probationary period Peer and Self Performance Evaluations are processed, synthesized, recorded, performed, and reported to Collective
- Identify appropriate annual trainings for employees on Social Dominance
- Monitor employees participation in annual trainings, performance to job description, adherence to policy, tardiness and excessive absence
- Track leave for FMLA-like leave
- Administrate ADA accommodations
- Monitor and evaluate Employee Accountability Forms for actionable items, perform investigations when required, meet with staff to facilitate awareness of opportunities for improvement
- Design performance improvement plans in cooperation with employee whose performance requires improvement and facilitate completion
- When appropriate, make recommendations for employee Terminations
- Revise policies, procedures, Handbooks, and Job Descriptions when appropriate
- Responsible for all Human Resources related correspondence, filing, and retrieval
- Engage in continuous quality improvement of Human Resources practices
- Shop Shift Scheduling
- Volunteer Coordination - job development, orientation, placement, hours tracking, & supervision

Minimum Weekly Hours Breakdown	40
HR	24
Volunteers	15
Collective	1

Other Duties and Responsibilities

- Participating (time keeping, stack, note-taking, facilitating) in two 2-hour Collective Meetings twice per month - 1st and 3rd Wednesday 6:30pm
- Participate in Annual Retreat (3rd Monday in February) planning committee
- Participate in the art auction
- Other duties as assigned by the Board
- Representing and advocating for BICAS in the greater Tucson area

Qualifications

Education & Experience

- Bachelor of Arts - Management - human resources
- Experience with Google Drive - Gdoc, Gsheet, Gform, Calendar, Gmeet
- Wordpress content management
- Internal and external customer service
- BICAS Build-a-Bike Class (can be taken upon hiring)
- Hiring, firing, and conflict resolution
- Payroll regulation
- Department of Labor, Department of Economic Security, Discrimination and Harassment law
- Job Description and Policy and Procedure writing
- Performance Evaluations
- Employee Discipline, conflict resolution, and Performance Improvement Plans
- Experienced organizer interested in working hard and being flexible in order to get things done

Knowledge/Skills/Abilities

- Consensus-based decision making
- Meeting facilitation
- Labor Law
- GDrive - Gdoc, Gsheet, Gform, Gcalendar, Gmeet
- Strong Communication skills including: interpersonal, electronic, and group settings
- Meeting Facilitation, meeting notes taking, meeting time keeping
- Janitorial duties
- Organizational skills
- Punctual
- Awareness and passion about social and environmental sustainability, local economics and bicycle mechanics, cooperative involvement and collective decision making

Working Conditions

- Hot in the summer and cold in the winter
- Can do half-time remotely

Employee Signature:

HR Signature: