



## TAA HUMAN RESOURCES DEPARTMENT JOB ANNOUNCEMENT

# Senior HR Analyst - Learning & Professional Development

### About the Senior HR Analyst - Learning and Professional Development

The Tucson Airport Authority is looking for a Senior HR Analyst-Learning and Professional Development individual, who under general supervision and administrative direction, is responsible for developing programs. Exercises discretion and independent judgment for the development and delivery of all facets of TAA's learning and development programs to ensure employees are properly trained and developed. This role also administers the performance management systems and employee engagement activities.

### Job Requirements - Minimum Qualifications

- A Bachelor's Degree in Human Resources Management, Management, Business Administration or a related field.
- Four years of professional, exempt-level HR generalist experience or five years in a non-exempt HR role with broad knowledge in a combination of professional development programs, employee engagement, and performance management.
- A combination of education and years of experience sufficient to demonstrate the ability to satisfactorily meet the job requirements will be considered.

### Salary

Annual starting rate: \$ 48,068.80- \$ 62,524.80 depending on qualifications, the top of the range is reserved for ideal candidates who closely match TAA's business needs.

### Join the TAA Team!

TAA provides a pension through the Arizona State Retirement System, choice of 3 Deferred Compensation Programs, Paid Vacation, Paid Sick Leave, 10 Paid Holidays choice of 3 Medical Plans, choice of 2 Dental Plans, Vision Insurance, TAA Paid Life/AD&D Insurance, TAA Paid Short-Term Disability Insurance and Employee Paid Supplemental Life.

### About the Tucson Airport Authority

The Tucson Airport Authority (TAA) is a unique nonprofit organization developed by business leaders, and created through Arizona state charter in 1948. It is certified to operate an airport system that consists of Tucson International Airport (TUS) and Ryan Airfield (RYN). In addition to serving general aviation and military users, TUS serves the commercial passenger and air cargo needs of metro Tucson, southern Arizona and northern Sonora, Mexico. RYN serves a general aviation reliever airport for TUS and is popular amongst transient pilots for recreational use.

**Mission Statement:** Promote aviation and foster economic development by strategically planning, developing and operating the most effective and efficient airport system in Southern Arizona.

### The Airport System

**Tucson International Airport (TUS)** is a commercial service international airport serving air carrier, cargo, military users and general aviation operators. TUS serves over 3.5 million passengers annually. TUS, is about 8 miles south of the city's central business district, encompasses about 8,400 acres. The airport campus includes 130 building with nearly 2.5 million square feet of space, and about 60 tenants.

**Ryan Airfield (RYN)**, is a general aviation reliever airport serving general aviation and military users. RYN is located about 12 miles west of Tucson, covers 1,800 acres and accommodates 30 tenants providing a wide variety of services for general aviation and military users.

### How to Apply

Please visit the TAA website at [www.flytucson.com](http://www.flytucson.com) to complete the online application. Questions regarding this position or the hiring process should be directed to Sharon Sutton in the Human Resources Department at 520-573-4882 or email at [ssutton@flytucson.com](mailto:ssutton@flytucson.com).

**Title:** Senior HR Analyst – Learning and Professional Development

**Reports To:** Director of Human Resources

FLSA Code: Exempt  
Grade: 7  
Approved: \_\_\_\_\_  
Approved: \_\_\_\_\_

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### **Distinguishing Characteristics:**

Under general supervision and administrative direction, is responsible for developing and administering TAA's comprehensive learning and professional development programs. Exercises discretion and independent judgment for the development and delivery of all facets of TAA's learning and development programs to ensure employees are properly trained and developing. This role also administers the performance management system and employee engagement activities.

### **Essential Functions:**

The following functions and all other functions not included in this job description are to be performed in the best interests and for the greater good of TAA.

- Supports and advocates for TAA's mission, vision and corporate philosophy, is a champion for TAA's team and promotes a positive team culture.
- Researches, plans and coordinates learning and development opportunities for TAA employees with Department input.
  - Writes curriculum for new training programs.
  - Determines eligibility of prospective attendees.
  - Contacts attendees and department representatives about the availability of training.
  - Schedules the appropriate classroom and prepares the physical setup, including any audiovisual equipment.
  - Prepares and distributes training aids such as instructional material, handouts, evaluation forms and visual aids.
  - Evaluates training program materials and tests.
  - Conducts training in areas of expertise as needed.
- Maintains all facets of the on-line learning management system (LMS) and trains employees how to use the LMS.
- Develops a training manual and keeps the manual up-to-date.
- Administers TAA's performance management system.
- Administers TAA's employee engagement activities.
- Participates in TAA's succession planning process.
- Oversees and processes TAA's tuition reimbursement program.

- Stays current with knowledge in other positions within the HR Department and is cross trained to assist with work duties as needed.
- Collects and analyzes data as requested. Provides necessary reports.
- Tracks trends and developments in assigned functional areas.
- Maintains personnel files in compliance with applicable legal requirements and assists in maintaining the record retention schedule of personnel files.

The above listed functions are not necessarily all the essential functions. Job duties and functions may be expanded or reduced by management based on future changing needs and job requirements.

### **Minimum Qualifications:**

- Bachelor's degree in Human Resources Management, Business Administration or a related field.
- Four years of professional, exempt-level HR generalist experience or five years in a non-exempt HR role with broad knowledge in a combination of learning and professional development programs, employee engagement, and performance management.
- A combination of education and years of experience sufficient to demonstrate the ability to satisfactorily meet the job requirements will be considered.

### **Preferred Qualifications:**

- Certification in Human Resources Management such as SHRM, HRCI, IPMA, or similar organization.
- Certified Professional in Learning and Performance (CPLP) credential.

### **Required Knowledge, Skills, and Abilities:**

#### **Knowledge of:**

- Federal, State, and local laws and regulations applicable to the administration of human resources.
- A combination of professional development programs, employee engagement principles, performance management systems, career development, and succession planning.
- Principles and practices of sound business communications; research methods and data analysis techniques.
- Trends in human resources program development.
- Microsoft Office Suite, especially Excel.

#### **Skill in:**

- Working with a variety of PC Operating Systems, HRIS/HRMS, Learning Management System, Microsoft Office software, and other software programs.
- Organization, oral and written communication, proofreading, and critical thinking.

- Performing tasks with a high degree of accuracy, attention to detail, using mature judgment, to function in stressful work surroundings, with deadlines and multiple projects.
- Initiating and organizing responsibilities without close supervision, and taking independent action relative to work problems requiring immediate solutions, including notification to your supervisor if you are unable to resolve work problems.
- Researching information and organizing data in meaningful form, making sound judgments, drawing accurate conclusions, and making appropriate recommendation(s).
- Self-motivation and taking initiative to complete quality work thoroughly and on time that furthers the mission and goals of the department and TAA.

**Ability to:**

- Demonstrate excellent customer service and strategic thinking.
- Continually learn and apply the latest up-to-date technical knowledge and skills in functional area of responsibility.
- Analyze complex problems and situations, evaluate alternatives and make sound, appropriate recommendations and decisions.
- Collaborate with and assist the Human Resources Team with on-going projects, procedures and other human resources initiatives; also may act as Project Manager for various Human Resources projects.
- Understand, interpret, explain and apply TAA human resource policies, standards and procedures, applicable local, state and federal legislation in a variety of circumstances and cases objectively and dispassionately.
- Represent the department and the TAA effectively in meetings with managers, supervisors, employees, and others on a variety of issues.
- Work independently or as part of a team under strict deadlines and short turnaround timeframes.
- Maintain general, specialized and/or confidential files.
- Use Microsoft Office software, HRIS/HRMS, on-line LMS and other office equipment.
- Communicate clearly and effectively orally and in writing; understand and carry out oral and written directions.
- Exercise discretion and judgment in resolving problems including tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
- Establish and maintain effective and positive working relationships with department personnel, other TAA personnel, and outside agencies.
- Understand that dissemination of information outside of job requirements is based on “need-to-know” and maintain discreet and professional sense of confidentiality due to sensitive nature of job functions.
- Lift/move/carry items weighing a maximum of 40 lbs., with or without assistance, and/or using equipment.
- Perform cross training within work environment.



- Engage in self-improvement activities, and professional development opportunities.

**Licenses; Certificates; Special Requirements:**

- Valid Arizona Driver's license.
- Must obtain and maintain access to the Security Identification Display Area (SIDA)
- Must successfully complete the National Incident Management System Requirements and Certification (ICS 100) within the first year of employment.
- As an employee, you are deemed to be essential personnel as part of TAA's Emergency Response Team, and must respond to airport incidents, as requested/required.

This job description is intended to describe the general nature and level of the work being performed by employees in this position. This is not an exhaustive list of all duties and responsibilities. Tucson Airport Authority reserves the right to amend and change these responsibilities to meet business and organizational needs as necessary. Employees are required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

I have read and agree that the content of this job description accurately reflects what is expected of me in this position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date