



TAA HUMAN RESOURCES DEPARTMENT JOB ANNOUNCEMENT

Senior HR Analyst - Talent Acquisition

About the Senior HR Analyst - Talent Acquisition

The Tucson Airport Authority is looking for a Senior HR Analyst-Talent Acquisition, who under general supervision and administrative direction, is responsible for administering and delivering successful talent acquisition throughout the organization. Exercise discretion and independent judgment for recruitment efforts and staffing processes, to ensure TAA is hiring the best possible talent. This role also develops and administers the on-boarding of new hires, assists with classification/compensation, organizational development and succession planning processes, and participates in employee relations activities including development of programming to ensure a positive on-going experience for TAA employees.

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 talent acquisition, on-boarding of new hires, classification/compensation and/or employee relations.

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 Insurance.

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 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.

Title: Senior HR Analyst – Talent Acquisition

Reports To: Director of Human Resources

FLSA Code: Exempt

Grade: 7

Approved: _____

Approved: _____

Distinguishing Characteristics:

Under general supervision and administrative direction, is responsible for administering and delivering successful talent acquisition throughout the organization. Exercises discretion and independent judgment for recruitment efforts and staffing processes, to ensure TAA is hiring the best possible talent. This role also develops and administers the on-boarding of new hires, assists with classification, compensation, organizational development and succession planning processes, and participates in employee relations activities including development of programming to ensure a positive on-going experience for TAA employees.

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.
- Strategically plans, coordinates, and performs all aspects of the TAA talent acquisition process including, but not limited to:
 - develops and executes recruiting plans;
 - effectively markets the position;
 - screens applications and refers the best qualified candidates to the hiring manager;
 - coordinates schedules and conducts interviews, as requested, with the management team;
 - prepares, conducts and scores applicant testing;
 - maintains the applicant tracking system and recruitment files;
 - Extends offers of employment to selected candidates.
 - Oversees all pre-employment, post offer activities including background checks, reference checks, physicals, drug screens, and psychological evaluations.
 - Sends notifications to non-selected candidates.

- Responsible for the onboarding process of new hires. Ensures department specific orientation is completed and all new hires attend and complete all orientation requirements.
- Develops an effective on-going retention program and monitors employee integration into the TAA team.
- Plans and conducts staff training in areas of expertise.
- Assists with the maintenance of the on-line learning management system.
- Coordinates with temporary staffing agencies and schedules selected contract workers as needed by various department heads.
- Prepares termination paperwork and conducts exit interviews.
- Tracks, prepares and analyzes reports on various topics including turnover, exit interview data, recruitment and job market data.
- Assists with compensation and classification studies.
- Participates in TAA's succession planning process.
- Assists with HR operations manual updates.
- 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 talent acquisition, onboarding of new hires, classification/compensation and/or employee relations.
- 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.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- Federal, state and local laws and regulations applicable to the administration of human resource programs.

- Theory, principles, practices and techniques of personnel administration, including recruitment, testing and selection and equal employment opportunity.
- Basic employee relations principles and practices.
- 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, 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 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.

- 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