

**COMPANY NAME:** Sun Tran

**JOB TITLE:** Human Resource Director

**JOB DESCRIPTION:**

Sun Tran, the local public transportation agency is looking for an experienced Human Resources professional. The Human Resources Director plans, directs, and reviews all activities of the Human Resources department including recruitment/selection, classification, compensation, group benefits, equity and reporting. The Human Resources director also provides management of a staff of six employees located among three locations.

**MAJOR FUNCTIONS:**

- Manage employee recruitment and hiring process.
- Oversee a staff of HR professionals
- Manage employee compensation and benefits program.
  - o Review, recommend and monitor wage and employee appraisal programs.
  - o Ensure compliance of benefit programs with EEO, ERISA and other federal
  - o Manage the 401k plan including oversight, compliance and enrollment.
  - o Filing form 5500 for retirement plans annually for all three modes.
  - o Provide information to perform the top heavy testing as required by the IRS.
  - o Coordinate bidding process on health and wellness benefits.
- Develop, implement and disseminate policies and procedures.
  - o Manage Federal Transit Administration Drug and Alcohol testing program
  - o Development, oversight and compliance of EEO plan
- Assist with labor relations as needed including, grievance process, labor negotiations, interpreting contract and providing advice, and conducting investigations

**SALARY:** TBD

**APPLICATION QUALIFICATIONS:**

Requires a Bachelor's degree, or equivalent experience and certifications. At least five years of experience in Human Resources. Preference with employee relations background.

Benefits: Benefits include health care coverage for employees and dependents, vacation, sick leave, paid holidays and a 401k retirement plan.

**HOW TO APPLY:** You may fill out an employment application at 3920 N. Sun Tran Blvd, from 9am-4pm, Monday-Friday. You may also download an application from our website at [www.SunTran.com](http://www.SunTran.com), and fax it to 520-293-3348, or email it to [Tiana.Nesbitt@tucsonaz.gov](mailto:Tiana.Nesbitt@tucsonaz.gov).

**DATE:** 12/15/2022

2797 E Ajo Way, Tucson, AZ 85713

[BusinessServices@pima.gov](mailto:BusinessServices@pima.gov)

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities