



MARICOPA COUNTY
invites applications for the position of:
Human Resources
Support Staff Manager

An Equal Opportunity Employer

OPENING DATE: 10/01/19

CLOSING DATE: 10/07/19 11:59 PM

DEPARTMENT: Elections

JOB TYPE: Unclassified/Full-Time

LOCATION: Phoenix, Arizona

SALARY: \$52,000.00 - \$70,720.00 Annually

POSITION OVERVIEW:

ABOUT THE OFFICE OF or ABOUT THE DEPARTMENT OF:

The Maricopa County Elections Department serves over 2.2 million registered voters as they exercise their right to make informed decisions regarding the selection of local and national leaders as well as ballot measures. We believe in teamwork, creating a vibrant exciting work environment, and pursuing opportunities to make a positive impact in the communities that make up the 4th largest and fastest growing County in the United States! Our work supports elections in cities, towns, school districts and special districts, and we look forward to welcoming you to our team!

ABOUT THE POSITION:

The **Human Resources Support Staff Manager** leverages their experience as a Human Resources professional to manage coordinated and cohesive processes for recruitment of temporary staff critical to Elections functions. Additionally, this employee consults with and advises department leaders in the areas of recruitment, employee relations and development, performance management, and continuous improvement in human resources processes. The Elections Support Staff Manager partners and collaborates with Maricopa County Recorder's Office Human Resources staff to ensure consistent values and messaging in a cross-functional model.

POSITION QUALIFICATIONS:

We recognize your time is valuable, so please apply if you meet the following required qualifications:

Education:

- Bachelor's degree in Human Resources, Human Resources Management, Personnel Management, Public or Business Administration, or a closely related field.

Experience:

- Two (2) years of professional human resources experience

Combined education and experience qualifications:

- An equivalent combination of post-secondary education and/or experience may substitute for the minimum qualifications on a year for year basis.

Other Requirements:

- Must be registered or eligible to register to vote in Arizona.
- Must successfully complete the next Secretary of State Election Officer Certification.
- Must be able to pass applicable background screening.

Our Preferred Candidate has:

- Knowledge of elections processes and regulations is highly preferred
- Experience with payroll management, recruitment and selection, and employee relations
- Experience with continuous improvement projects i.e., process improvement
- HRCI, SHRM, or IMPA-HR Certification
- At least two (2) years of supervisory/lead experience

ESSENTIAL JOB TASKS:

- Consults with and advises Elections staff on human resources-related issues; interprets and explains policies and procedures to supervisors, employees, and the public to ensure consistent and sound human resources practices
- Develops and implements a recruitment program for staff responsible for supporting election activities including central boards, troubleshooters, IT troubleshooters, setup technicians, election night receiving staff, warehouse workers, and other critical temporary election staff
- Assigns and monitors work ; trains, coaches, and develops staff; evaluates performance and addresses disciplinary issues
- Onboard temporary staff and schedules training
- Prepares and directs the computer input of board worker payroll for all board workers including class, set-up, and payment for premium status and/or any miscellaneous expenses; proofs payroll files for accuracy
- Evaluates, recommends, and implements policies, procedures, and processes relating to central board worker hiring to ensure compliance with state statutes and federal election laws

Working conditions:

Mandatory overtime is required during the Primary and General Elections. Work primarily occurs in business office setting. Ability to move objects lifting floor to waist (up to 25 pounds) and pushing/pulling (up to 50 pounds).

Maricopa County is an EEO/ADA Reasonable Accommodation Employer.

SELECTION PROCEDURE:

The hiring authority will select the successful candidate based on departmental needs.

All offers of employment made to new hires and rehires at Maricopa County are contingent upon successful completion of a post-offer, pre-employment thorough background investigation. A background investigation is conducted on a current employee who changes to a Safety Sensitive Position or one having the potential for serious adverse impact on the integrity or efficiency of the County. These requirements do not pertain to employees of elected officials who undergo background investigation processes administered through their respective offices.

Typically successful candidates are hired at a salary rate, up to midpoint of the range, based on applicable experience, internal equity and budgetary allowances.

APPLICATIONS MAY ONLY BE FILED ONLINE AT:
<https://jobs.maricopa.gov>

Job #210ELCTSSPSTFMGR0823
 HUMAN RESOURCES SUPPORT STAFF
 MANAGER
 LP

OUR OFFICE IS LOCATED AT:
 301 W Jefferson
 Suite 200
 Phoenix, AZ 85003
 602-506-3755 (staffed Mon-Fri, 8am – 5pm MST, excluding holidays)
hrfeedback@mail.maricopa.gov

It is the policy of Maricopa County not to discriminate in employment or the provision of services. Maricopa County is an Equal Opportunity Employer. We provide reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Auxiliary aids and services are available upon request to individuals with disabilities.

Human Resources Support Staff Manager Supplemental Questionnaire

- * 1. Prior to hire, background investigations are conducted on candidates for positions. All information contained in your online application must be accurate, including but not limited to criminal history, education details, and employment details. Incomplete or inaccurate information contained in your online application may delay the background investigation process, or result in your removal from employment consideration. NOTE: Your resume is NOT a substitute for the information requested in the online application.
 - By checking this box, I confirm that I have reviewed all information provided in my online application and believe the information to be complete and accurate to the best of my knowledge.
- * 2. Please identify your highest level of education COMPLETED. IMPORTANT: LIST ALL EDUCATION IN THE APPLICABLE SECTION OF THE APPLICATION. Please indicate type of diploma/degree, college major/minor, and name of institution. If you did not complete a degree program, include your high school diploma/GED information, as well as the number of college semester/quarter hours completed. NOTE: Failure to provide complete information will likely result in the disqualification of your application.
 - Doctorate
 - Master's degree
 - Bachelor's degree
 - Associate's degree
 - Technical school (non-Associate's degree)
 - High School diploma or GED
 - Less than a High School diploma or GED certificate
- * 3. Please identify your years of professional human resources experience.
 - 6 or more years
 - 5 or more years but less than 6 years
 - 4 or more years but less than 5 years
 - 3 or more years but less than 4 years
 - 2 or more years but less than 3 years
 - 1 or more years but less than 2 years
 - Less than 1 year
 - No experience
- * 4. Do you have at least two (2) years of supervisory/lead experience?
 - Yes
 - No
- * 5. If you indicated in the previous question that you have experience, please describe that experience and include your title, name of agency you worked for and your main responsibilities. Indicate "N/A" if you do not have experience.

- * 6. Please identify the areas you have experience with from the list below:
 - Payroll management
 - Recruitment and selection
 - Employee relations
 - Process improvement
 - None of the above
- * 7. Please identify if you have any of the following certifications, mark all that apply.
 - HRCI
 - SHRM
 - IMPA-HR
 - None of the above
- * 8. Do you have experience working in the Elections field?
 - Yes
 - No
- * 9. This position requires candidates to be registered or eligible to register to vote in Arizona.
 - I have read and acknowledged this statement.
- * 10. This position requires to successfully complete the next Secretary of State Election Officer Certification.
 - I have read and acknowledged this statement.
- * Required Question