

Position Opening

Position:	Human Resources Manager (On-site)	Location:	Scottsdale, AZ
Opening Date:	Apr 15, 2024	Grade:	10 (Exempt)
Closing Date:	Until Filled	Wage:	Salary DOE

Mission & Values

Our Mission – Creating opportunities and solutions with quality products and exceptional people

Our Values – Profitability the right way... Integrity, Accountability, Excellence

Primary Job Function:

Manage, lead and administer Company Human Resources policies, practices and various HR functions for the assigned Arizona area plant production site(s) including full-cycle hiring, training and development, compensation, communications, performance management, employee relations, labor relations, coordinate leave, conflict resolution, policy interpretation, and report preparation for senior management. Coordinate activities, assist and support department managers/supervisors and employees regarding personnel issues at various sites. Manage and assist in training, coaching and employee development. This position reports to the Vice President of Human Resources.

Please see below a brief summary job description.

Essential Requirements:

- Wear all required safety equipment including but not limited to hardhats, safety glasses, safety harness, ear plugs, dust masks and gloves while on plant sites
- Required and predictable attendance
- Maintain a valid driver's license and acceptable driving record
- Travel required to various plant sites
- Constant sitting; occasionally walking and standing
- Minimal bending, kneeling, squatting, climbing and reaching; lifting

Knowledge, Skills and Abilities:

- Bachelor's degree in Human Resources, Business Administration, Organizational Development or related field; or a combination of education, two years leadership experience and five years of progressive HR work.
- PHR, SPHR, SHRM-CP or SHRM-SCP preferred
- Proficient computer skills with working knowledge of Microsoft Office, HRIS, Sharepoint, OnBase, UKG (Ultipro) systems
- Work with a high degree of confidentiality
- Effectively communicate with public, co-workers, employees, management, and Community in a professional manner
- Strong internal and external customer focus
- Thorough knowledge of employment-related laws and regulations
- Strong analytical and problem-solving skills
- Recruiting experience
- Demonstrate leadership experience, professionalism, and business ethics
- Excellent time management skills with a proven ability to meet deadlines with attention to details

Duties and Responsibilities:

- Understand and follow all company and Safety policies and guidelines
- Develops, implements, and updates personnel policies, procedures, and forms
- Stays current with Federal, State laws and regulations affecting personnel issues, employment practices or trends, and recommends new or revised policies and procedures as appropriate
- Provides HR support and guidance to department managers and employees in the assigned Business Unit(s); answers supervisor and employee questions regarding personnel policies and procedures
- Provide support and guidance to HR Generalist when complex and sensitive questions and issues arise.
- Analyze trends in compensation; research and analyze market competitive base pay.
- Liaison for Community Day Work Program; Cultural Sensitivity Training and other future Community partnered programs



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PHOENIX CEMENT

**SRMG / Phoenix Cement Co.
8800 E Chaparral Rd Ste 155
Scottsdale AZ 85250**

ph: (480) 850-5757

Position Opening

- Manages full cycle hiring, new hire orientation, and wage/salary administration for the assigned site(s)
- Manage employee performance management process with supervisors
- Manage promotion requests with supervisor/management; identify internal equity and level of increase.
- Manages termination process with supervisors and other HR team members
- May assist with updating employee handbooks and supervisory reference handbook
- Works with HR Team in utilizing internal and external recruitment processes to fill vacant positions
- Provides coaching and assist with training for employee and supervisor, management development as needed
- Manages site drug testing for new hires, randoms, and on-going mandatory testing per Drug Policy at assigned sites
- Continually searches for process improvement; implements where appropriate
- Assist and coordinate employee benefits, leave and issues with Benefits Manager/Department
- Manage multi-site/state requirements; state laws, utility requirements (TEP, Apache) and tribal laws.
- Create HR reports as directed
- Maintains personnel records and various assigned reports
- Performs other related duties as required or as assigned

To Apply: Email your resume to dpeters@srmaterials.com or by fax 623-263-1683

Salt River Materials Group (SRMG) is the commercial trade name for the marketing activities of Phoenix Cement Company and Salt River Sand & Rock. Phoenix Cement Company and Salt River Sand & Rock are independent divisions of the Salt River Pima-Maricopa Indian Community.

Salt River Materials Group preferentially hires Native Americans.