



**Job Title: Human Resources Deputy Director**

**Location: Tucson, AZ**

Reports To: Human Resources Director

Employee Type: Full-Time

Travel: Occasional

Relocation: Possible

Desired Start Date: ASAP

Salary: \$120,000 - \$130,000 DOE

Benefits: Medical and dental insurance, life insurance, disability, retirement plan, and more.

**PSI will not sponsor applicants for work visas for this position.**

**About the Work Environment:**

The Planetary Science Institute (PSI) is a scientific research organization engaged in the exploration of the Solar System, the Earth and planets about other stars. It has close to 200 staff members dispersed across many states and countries with a wide range of HR needs in support of their research and other activities. PSI's headquarters is in Tucson, AZ, and a satellite office is located in Lakewood, CO.

**About the Role:** We are seeking a hands-on, solutions-oriented, experienced Human Resources professional to lead the HR function at PSI and assume the position of HR Director when our current HR Director retires. The successful candidate will be responsible for legal compliance, developing policies, directing and coordinating human resources activities such as employment matters, compensation analysis, labor relations, benefits administration, immigration, training, and other employee services. The HR Director is a member of PSI's senior management team reporting to the CEO.

**Position Summary:** Plan, lead, direct, develop, and coordinate the policies, activities, and staff of the HR Department in providing counsel and instituting best practices regarding the interpretations of policies, practices and procedures covering employment, compensation, recruiting, employee relations, immigration, ERISA (benefits), and ensuring compliance with applicable state, local, federal, and international employment regulations, including equal opportunity and affirmative action regulations and associated reporting requirements.

**SOME MAJOR RESPONSIBILITIES/ACTIVITIES:**

- Monitor and ensure the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; review and modify policies and practices to maintain compliance.
- Plan, lead, develop, coordinate, and implement policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Direct the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; apply this knowledge to communicate changes in policy, practice, and resources to upper management.
- Bridge management and employee relations by addressing demands, grievances or other issues in accordance with PSI established policies and procedures.
- Develop, lead, negotiate and maintain PSI's benefit and wellness programs and initiatives.
- Manage relationships with benefit insurance carriers and broker. Plan administrator for PSI health plans.

- Work closely the payroll team to ensure timely and accurate processing of employee status changes and other processing issues.
- Report to management and provide decision support through HR/Benefits metrics.
- Assist with annual financial compliance audits.
- Nurture a positive working environment.
- Develop and manage the HR department budget.
- Other projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Considerable knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation, as well as international labor and employment laws.
- Demonstrated ability to develop, implement and maintain Affirmative Action Plans, including processes that comply with government AA/EEO laws and requirements.
- Demonstrated ability to investigate and manage discrimination complaints and provide a recommended plan of action.
- Ability to write clear and concise employment policies and procedures that comply with federal and state employment laws by creating and maintaining an effective Handbook.
- Ability to produce thorough and legally accurate job descriptions.
- Knowledge of immigration laws.
- Knowledge of ERISA and benefits.
- Strong analytical, interpersonal, communication, planning and organizational skills.
- Ability to gain credibility with others immediately and be a strong problem solver.
- Ability to demonstrate excellent customer service skills, handle sensitive data and information with the utmost confidentiality, exercise diplomacy and good judgment at all times.
- Ability to maintain objectivity.
- Self-motivated and ability to handle multiple tasks.
- Proficiency with Microsoft office products.
- Proficiency in HR Cloud and/or ADP HR Workforce Now preferable.

**MINIMUM QUALIFICATIONS:** Bachelor’s Degree and a minimum of 10 years Human Resources experience with increasing responsibility including managing an HR department, or an equivalent combination of education and experience; experience in developing, implementing and managing AA/EEO programs, including a minimum of five (5) years of experience relevant to managing compliance issues and solutions; and experience working successfully with auditors and DOL, OFCCP and EEOC. SHRM-SCP preferred.

**ESSENTIAL PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS OF THE JOB (reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions):**

- Mobility: frequent use of keyboard, sitting for long periods of time.
- Vision: use of overall vision, frequent reading, and use of computer screen.
- Dexterity: typing skills, writing, repetitive motion.
- Hearing/Talking: frequent listening and speaking, in person and on the phone.
- Emotional/Psychological: decision making and concentration with attention to detail. Multitasking.
- Some night and weekend hours required as needed.

**To apply for the position:**

If you are interested in applying for this position, have the required skills, and you meet the minimum qualifications, please submit the following documents to [hr@psi.edu](mailto:hr@psi.edu):

- A cover letter that addresses your interest and qualifications for this position.
- Resume
- Completed Application and Voluntary Self-Identification form (can be found on [www.psi.edu](http://www.psi.edu) or by sending a request to [hr@psi.edu](mailto:hr@psi.edu)).

Planetary Science Institute, Human Resources  
 1700 E. Ft. Lowell Rd., Suite 106  
 Tucson, AZ 85719

Email: [hr@psi.edu](mailto:hr@psi.edu)

**PSI is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran, or any other characteristic protected by law.**

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The Planetary Science Institute is a private, nonprofit 501(c)(3) corporation dedicated to Solar System exploration. It is headquartered in Tucson, Arizona, where it was founded in 1972. PSI scientists are involved in NASA and international missions, the study of Mars and other planets, the Moon, asteroids, comets, interplanetary dust, impact physics, the origin of the Solar System, extra-solar planet formation, dynamic evolution of planetary systems, the rise of life, and other areas of research. They conduct fieldwork on all continents around the world. They also are actively involved in science education and public outreach through school programs, children's books, popular science books and art. PSI scientists and educators are based in 31 states and the District of Columbia, and work from various international locations.