

JOB VACANCY ANNOUNCEMENT

JOB TITLE: Human Resources Manager
REPORTS TO: Executive Director
DEPARTMENT: Administration
SALARY: DOE
CLASS: Non-Exempt
OPENING DATE: July 26, 2016
CLOSING DATE: August 19, 2016

Essential Functions Are:

- Performs professional level duties related to Human Resources, including responsibilities in the following functional areas: employee relations, training, employment, recruitment, compliance, leave administration, benefits administration and events/recognition. Assists the Director of Human Resources to ensure operational effectiveness and exceptional customer service to the employee population of the Diocese.
- Please note that this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Job Duties:

- Partners with employees and management to administer and communicate various Human Resources policies, procedures, laws, standards and government regulations. Maintains employee handbook and policies and procedures manual. Ensures legal and ethical compliance with state and federal laws.
- Conducts recruitment of exempt and non-exempt personnel and temporary employees. Maintains accurate and timely job postings. Conducts new hire screening, background checks, onboarding and orientation.
- Responsible for completion and accuracy of all personnel files, including I-9's. Conducts audits as needed and/or directed.
- Cross-trained in payroll functions with Accounting Manager.
- Assists in development and evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvement in efficiency of department and services performed.
- Facilitates the implementation of systems, programs, tools and processes designed to improve management and employee performance, productivity, engagement and business results. Maintains Human Resource Information System records with accuracy and timeliness. Compiles reports and trends analytical data.

- Coordinates employee recognition programs and events.
- Establishes and maintains positive working relationships with employees. Serves as a resource for HR related inquiries.
- Other projects and duties as assigned by the Executive Director.
- Able to maintain the highest degree on confidentiality and professional discretion.
- Able to multi-task, communicate progress, and meet deadlines.

Qualifications

- High school diploma required, Bachelor's Degree in Human Resources, Business, or related field strongly preferred.
- Current Professional in Human Resources (PHR) certification strongly preferred.
- Minimum of two years of previous experience in a Human Resources Role required. General knowledge of HR laws, practices and policies required.
- Excellent communication skills, including written and verbal. Comfortable giving presentations to both large and small groups.
- Excellent computer skills, including Microsoft Word, Excel and PowerPoint. Previous experience with HRIS systems and timekeeping systems strongly preferred.

Working Conditions:

- Able to sit and perform computer work for lengthy periods of time.
- Able to maintain centralized departmental files.
- Significant amount of time regularly spent answering and speaking on the telephone and corresponding via email to individuals internal and externally.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. These statements are not intended to be an exhaustive list of all responsibilities, duties, and skills required.

Applications can be picked up at the Native Village of Kotzebue – Kotzebue IRA Council office located at 600 Fifth Avenue.

The Native Village of Kotzebue – Kotzebue IRA Council is an Equal Opportunity Employer and all qualified applicants will be considered for employment.