

**Position Description:** Director of Human Resources [GENERAL SERVICES]

**Service Type:** Administrative – Level-6

**Definition:** Under the general direction and supervision of the borough mayor and/or his designee, the human resources [GENERAL SERVICES] director is responsible for the operation, management and administration of the human resources [GENERAL SERVICES] department as set forth in KPB 2.33.

**Minimum Qualifications:** Bachelor's degree in Human Resources Management or a closely related field[.] and at least six [FOUR] years of experience in human resource administration [OR AN EQUIVALENT COMBINATION OF TRAINING AND EXPERIENCE], preferably two (2) years of which is in a supervisory or administrative capacity. [EVIDENCE OF INCREASINGLY RESPONSIBLE MANAGEMENT EXPERIENCE DESIRED. THE EDUCATIONAL REQUIREMENT MAY BE SUBSTITUTED BY WORK RELATED EXPERIENCE ON A TWO-YEAR-FOR-ONE BASIS.] Must be familiar with health insurance plans, preferably self-funded plans [RISK MANAGEMENT CONCEPTS] and have demonstrated the ability to manage a [LARGE,] diversified staff. Experience with developing and managing departmental budgets. Experience with salary analysis, union matters including grievances and negotiations, employee benefit program administration, and PERS is desirable. Must have a valid Alaska driver's license to perform all job functions.

**Essential Functions:**

1. Supervises the borough's [GENERAL SERVICES] human resources department [INCLUDING HUMAN RESOURCES, RISK MANAGEMENT,] as well as mail/copy room, Homer and Seward Annexes and custodial maintenance staff.
2. Plans and directs all centralized Human Resources functions relating to recruitment, testing, selecting and placement of employees, employee relations, training and development, position classification and compensation.
3. Identify, analyze and recommend solutions throughout the borough regarding administration functions.
4. Recommends salary classifications for all borough employees including service areas. Determines minimum qualifications, required training, knowledge and skills necessary. With the assistance of service area chiefs, risk management and office of emergency management, coordinates and standardizes qualifications and training of emergency service employees.
5. Develops and implements policies and procedures pertaining to personnel, healthcare and employment benefit [RISK MANAGEMENT] matters.
6. Establishes and interprets regulations, policies, and procedures governing supervised functions through appropriate means. Ensures compliance with all federal and state statutes as well as borough personnel policies and procedures and collective bargaining agreements.
7. Serves as chief liaison and negotiator with organized labor. Reviews and processes employee grievances.

[PLANS AND DIRECTS ALL CENTRALIZED HUMAN RESOURCES FUNCTIONS RELATED TO RECRUITMENT TESTING, SELECTING AND PLACEMENT OF EMPLOYEES, EMPLOYEE RELATIONS, TRAINING AND DEVELOPMENT.]

8. Prepares the [GENERAL SERVICES] human resources department's [DIVISION'S] budget[s].

9. Responsible for all human resources' functions including ensuring confidentiality of personal information.

[RECRUITS ALL EMPLOYEES FOR THE BOROUGH INCLUDING SERVICE AREAS.]

[PREPARES AND MAINTAINS POLICIES PERTAINING TO PERSONNEL, AND HEALTHCARE AND RISK MANAGEMENT MATTERS.]

10. Serves as Plan Administrator for borough health plan. Serves as chief liaison and negotiator with health care providers, third party administrators and brokers.
11. [OVERSEES THE EMPLOYEE ASSISTANCE PROGRAM.] Directs numerous employee related programs including the employee assistance program, supplemental benefits and flexible savings accounts.
12. [PROVIDES DIRECTION TO THE RISK MANAGEMENT OFFICE. SERVES AS RISK MANAGER IN THE RISK MANAGER'S ABSENCE. ATTENDS RISK MANAGEMENT COMMITTEE MEETINGS AS REQUESTED BY THE COMMITTEE.]

**Other Functions:**

1. Other related duties as assigned.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.