

Sitka Tribe of Alaska
Job Description
Human Resources Manager

Exempt:	Yes	Grade:	10 (\$29.53-33.81)
Department:	Administration	Hours:	8:00 a.m. -4:30p.m.
Reports to:	Deputy General Manager	Effective Date:	January 2023
Prepared By:	Deputy General Manager	Approved By:	General Manager

I. SUMMARY

The Human Resources Manager ensures that human resources programs support the long-term goals of STA. This position provides administrative and human resources management support for Sitka Tribe of Alaska. This position performs professional work of considerable difficulty overseeing various administrative functions related to human resources management, employee development, and customer service.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervisory

- Supervises the Human Resources Generalist.

B. Human Resources

Performs professional-level duties related to Human Resources, including employee relations, employee development and training, recruitment/hiring and retention, onboarding/orientation, policy compliance, and employee compensation and benefits. Provide operational support and guidance on organizational change, employee relation efforts, performance management, employee development, succession management, and HR data integrity.

• **Recruitment and Hiring**

- Maintain accurate and timely job postings
- Conduct new hire screening and background checks, schedules interviews, assist with application procedures, and provide new employee orientation
- Participate in recruitment events, talking to potential hires, and distributing promotional materials
- Collect, prepare, and distribute all proper paperwork for new hire, transfers, terminations, and records of performance data
- Create and maintain accurate employee records and gather all related documentation and key details
- Present key metrics to GM and DGM regarding recruitment and hiring on a monthly basis.

- **Employee Compensation and Benefits**
 - Maintains STA's salary structure. Conduct compensation analysis and research, including market data study and internal equity analysis. Assist supervisors with job description reviews and analyzing classification to ensure proper classification and internal alignment. Classify/reclassify positions as needed/requested, obtain approval from DGM and GM prior to changing a position grade.
 - Conduct salary structure compensation reviews on a periodic basis using outside consultants in collaboration with GM and DGM.
 - Answer employees' questions regarding their benefits and compensation options and assist with the administration of their benefits.
 - Manage employee health benefits, including enrollments for health care, dental, vision, short-term disability, life insurance, and Workers' Compensation
 - Update employees annually of any changes to benefits (eligibility and/or cost).

- **Employee Relations and Policy Compliance**
 - Maintain all HR policies and procedures, and programs
 - Provide confidential support/counseling to all employees as needed
 - Counsel/advise directors/managers on all aspects of employee relations, including but not limited to hiring, promotion, disciplinary actions, and termination to ensure proper documentation is followed.

- **Recognition and Retention**
 - Develop and administer an employee recognition program
 - Bring best practices for employee retention to DGM for consideration/implementation.

- **Employee Development and Training**
 - Working with HR Generalist, develop an onboarding program for staff and directors. Include an overview of the employee handbook, code of conduct, other important policies, payroll schedule, procurement policy and process, introduction to key staff the new employee will regularly interact with, and connect with finance as appropriate for a budget/fund review.
 - Develop an employee development/training plan that can be used Tribe-Wide. Examples of training include but are not limited to: Customer Service, Tribe 101 (history of STA and the difference between Tribes/Corporations/Tribal Organizations), Drug and Alcohol signs/symptoms, and Workplace Safety. Recommend other employee development/training to DGM.
 - Assist the Deputy General Manager in ensuring operational effectiveness and exceptional customer service to the employee population at Sitka Tribe of Alaska

C. Meetings, Reports, and Other

- Attend department meetings and individual meetings with the department director
- Attend monthly administrative meetings
- Attend quarterly finance review meetings with the Administration staff
- Attend other meetings as scheduled or requested by the Deputy General Manager
- Always maintain a professional appearance in the Community
- Other duties as assigned by the Deputy General Manager

III. MINIMUM REQUIREMENTS

A. Education and Experience

Bachelor's degree in Business Administration or Human Resources or a closely related field and a minimum of three years of human resources experience. Graduate level education can be substituted for the years of experience on a year for year equivalency. Or any combination of education, training, and experience that demonstrates the ability to perform the position's duties.

B. Experience

Two years of supervisory experience

C. License/Certification

Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR) from the Human Resources Certification Institute or an equivalent certification i.e. Certified Benefits Professional (CBP), Certified Compensation Professional (CCP) preferred and will justify a high offer at the start

D. Knowledge, Skills, and Abilities

- Considerable knowledge of principles and practices of human resource management, dynamics of employee development and professional growth, and training program design and presentation
- Working knowledge of state and federal labor laws and regulations
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills
- Ability to compose and present comprehensive reports
- Ability to plan, organize and present training activities to diverse employee groups.
- Proficient with Microsoft Office Suite or related software

IV. PREFERRED KNOWLEDGE

- Understanding of the Native Community in Sitka

- Previous experience working for a tribal government

V. PREFERENCE

Tribal Citizen and Native preferences in hiring apply as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

VI. ADDITIONAL

Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

Drug- and Alcohol-Free Workplace

This position is required to comply with the Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position is subject to reasonable suspicion and follow-up drug/and or alcohol testing.