

Norton Sound Economic Development Corporation
Job Description

Job Title: Human Resources Specialist

Department: Administration
Supervisor: HR Director
Supervisory: No
Grade: 6

Duty Station: Anchorage, AK
Type of Position: Regular, Full-time
Eligible for Benefits: Yes
FLSA: Non-exempt

Summary of Organization:

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 8,700 people in the Bering Strait Region of Northwestern Alaska. NSEDC is one of six Community Development Quota organizations in Alaska. The central office is located in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet and Savoonga. Community representatives to the NSEDC Board of Directors are located in each of the member communities.

This position is required to successfully pass a post-offer drug screen and criminal history background check and is subject to reasonable cause and post-accident drug testing in accordance with NSEDC employee drug and alcohol testing policies. Where allowed by law, preference for employment will be given to residents of the Norton Sound region of Alaska. Knowledge of the Norton Sound region, regional fisheries and Community Development Quota organizations is preferred for all positions.

Purpose of Position:

The Human Resources Specialist is responsible for assisting the Human Resources Director with coordinating and implementing services, policies and programs that will facilitate an environment of productivity, quality work, goal attainment and ongoing development of a superior workforce.

Supervision Received:

The position receives supervision from the Human Resources Director who monitors work performance and gives work direction. The position functions with general independence.

Essential Job Functions and Responsibilities:

- Assist with regular part-time, regular full-time and seasonal recruitment and staffing, including communication with applicants and hiring manager, completion of background and reference checks, and management of documentation and integrity of job interviews and candidate selection.
- Assist with employee benefits program as directed by HR Director, including open enrollment, administering changes in benefits websites and ensuring accuracy with monthly benefits billing statements.
- Assist with reporting and recordkeeping to meet internal and regulatory requirements.
- Assist with the administration of time-keeping system, including new hire and terminations, time-clock identification tracking, and acting as a point of contact to assist employees or managers with resolutions, questions or concerns.
- Assist with the employee termination process.
- Assist in employee development, training logistics, opportunities and related recordkeeping.

- Assist employees with answers to questions or concerns in areas as defined and directed by HR Director.
- Maintain employee files and HR filing system.
- Other duties as assigned

Qualifications:

An Associate’s Degree from an accredited university in a related field is required. Year-for-year applicable experience can be substituted for degree requirement.

A valid Alaska’s Driver’s License is required.

Knowledge and Skills:

All employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly and represent the company in a professional manner.

- Knowledge of human resources policies and procedures
- Knowledge of customer service concepts and practices
- Knowledge of researching human resources programs
- Knowledge of presentation and public speaking skills
- Skill in operating a personal computer utilizing a variety of software applications, including Microsoft Word and Excel
- Skill in operating office equipment
- Skill in oral and written communication
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in assessing and prioritizing multiple tasks, projects and demands
- Skill in maintaining orderly records and documents, both physical and digital
- Skill in working well under pressure in a self-directed environment

Physical Requirements

- Use hands and arms to operate office equipment
- Sit more than half the workday
- Stand and/or walk less than half the workday
- View electronic monitors for prolonged periods of time
- Lift or carry unaided less than 25 pounds
- See and hear with normal acuity

Working Conditions:

- Work is conducted in a standard office environment
- Overtime is required on occasion
- Minimal travel may be required (less than 10% of the time)
- Travel may be done via large or small (fewer than 16-passenger) aircraft

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name: _____ Signature: _____ Date _____

Supervisor Name: _____ Signature: _____ Date _____

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.