



# Human Resources

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## NOTICE OF RECRUITMENT

- POSITION OPEN:** Director of Human Resources  
(*Position description attached*)
- SALARY:** Administrative, Level 6  
\$85,843.00 - \$104,846.00
- POSTING DATE:** October 1, 2018
- CLOSING DATE:** October 15, 2018
- REQUIRED ATTACHMENTS:** Resume  
Cover letter
- TO APPLY:** Applications can be submitted online at:  
[www.kpb.us/jobs](http://www.kpb.us/jobs)

**Position Description:** Director of Human Resources

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

**Definition:** Under the general direction and supervision of the borough mayor and/or designee, the ***Director of Human Resources*** is responsible for the operation, management and administration of the Human Resources department and Risk Management department as set forth in KPB 2.33 and 2.34.

**Minimum Qualifications:** Bachelor's degree in Human Resources Management or a closely related field, and at least six years of experience in human resource administration, at least two years of which have been in a supervisory or administrative capacity. Experience should include employee and labor relations, recruitment, benefits administration, and performance management. Must have a working knowledge of 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 is required. Experience with salary analysis, union matters including grievances and negotiations, and PERS is desirable. Certifications in human resources and labor relations strongly preferred. Must have a valid Alaska driver's license to perform all job functions.

**Essential Functions:**

1. Supervises the borough's Human Resources department including Human Resources and Risk Management functions, as well as the Print Services/Mail, Homer and Seward Annexes and Custodial maintenance staff.
2. 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. Develops, implements and manages policies and procedures pertaining to personnel, healthcare and risk management matters.
3. Plans and directs all centralized human resources functions relating to recruitment, testing, selection and retention of employees, employee and labor relations, training and development, and compensation.
4. Serves as consultant to borough leadership and employees on matters relating to personnel.
5. Serves as chief liaison and negotiator with organized labor. Manages labor relationships and consults or conducts communications directly with the union. Responds to grievances or other actions as required.
6. Serves as Plan Administrator for borough health plan and other benefit plans. Serves as chief liaison and negotiator with health care providers, third party administrators and brokers.
7. Manages performance evaluation and compensation process.
8. Identifies, analyzes and recommends organizational design and support solutions throughout the borough regarding administration functions.
9. Manages salary classification process 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 and volunteers.

10. Provides administrative and operational direction to the employees of the Risk Management division. Attends Risk Management Committee meetings on behalf of the borough Human Resources function.
11. Prepares and manages the Human Resources division's budgets; supervises the budget process for Risk Management.
12. Responsible for all Human Resources functions, transactions and communications, including ensuring confidentiality of personal information.
13. Directs additional employee related programs including the employee assistance program, supplemental benefits and flexible savings accounts.

**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.