

JOB ANNOUNCEMENT
CITY OF UNALASKA
ADMINISTRATION

OPEN DATE: September 4, 2020
CLOSE DATE: September 28, 2020

POSITION: HUMAN RESOURCE MANAGER
Hiring Wage: \$76,706.34 - \$99,724.77 / year

The City of Unalaska is accepting applications for the position of **Human Resource Manager in the Department of Administration**. Located in the central Aleutian Islands, Unalaska, Alaska is a multicultural coastal community of approximately 4,500 full-time residents and is home to the number one commercial fishing port in the United States, the International Port of Dutch Harbor.

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary.

GENERAL DESCRIPTION: This professional level position with minimal supervision and broad guidance reports to the Assistant City Manager and provides HR direction and support to all City departments and employees. This position interacts with all levels both management and non-management employees dealing with a variety of complex administrative, technical and professional work by directing, coordinating, advising and administering the Human Resource activities, systems and functions of the City of Unalaska. The services this position performs includes but not limited to review of all personnel actions and changes, participation in labor negotiations and grievances, administer benefits, evaluate all disciplinary actions, assess, advise and enforce city wide policies, manage FMLA/ADA requests, certify compliance with all state and state regulations, manage recruitment process and in charge of the performance evaluation process city wide.

KNOWLEDGE, SKILLS & ABILITIES: The successful candidate must have a demonstrated job history that includes the following:

- Thorough knowledge and understanding of Human Resource legal and compliance with local, state and federal laws.
- Thorough knowledge of city organization and functions; wage and salary administration; public relations; current ADA, EEO and AAP rules and regulations.
- Considerable knowledge of modern policies and practices of public Human Resource administration and be able to effectively develop, review, assess and enforce.
- Demonstrated work history in disputes, grievances and conflict resolution.
- Demonstrated ability to interpret, oversee implementation, and serves as member of the management team in negotiating collective bargaining agreements.
- Experienced knowledge in employee classification, job analysis, and merit systems and compensation, benefits, recruitment, selection and training.
- Skilled in development of procedures and work flows for programs like, employee evaluation and recruitment process.
- Skilled in assessing, prioritizing and being able to multiple tasks, projects and demands.
- Effective in verbal and written communication.
- Considerable knowledge and use of HRIS and other HR programs.
- Demonstrated experience as a calm and disciplined leader with the ability to distill information into clear direction and policy and a critical thinker who brings strategic approach to initiatives and programs.
- Ability to effectively analyze internal controls and procedures.
- Must be non-biased, fair and maintain a high level of confidentiality and maintain professionalism under pressure.
- Must be able to establish and maintain effective working relationships with employees, other agencies and the public.
- Have a well-developed supervisory, interpersonal and team building skills.
- Must have strong presentation skills and the ability to convey difficult messages.
- Ability and knowledge of performance improvement plans and formulate strategic approaches.
- Demonstrated ability to counsel and advise employees, supervisors, directors on personnel issues.
- Thorough knowledge of legal reporting and requirements.
- Excellent problem solver.
- Ability to prepare accurate reports for Management and for the Department.
- Skilled in conducting internal investigations, documenting, and making recommendations that are aligned with policies, regulations and law.

EDUCATION & EXPERIENCE:

Minimum Four-year degree from accredited four-year college or university in Human Resource Management, Public Administration or a related field required.

Minimum five to seven years of progressive experience in a human resource capacity required.

Minimum of three years supervisory experience required preferably in the public sector.

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Demonstrated experience with labor negotiations and management of unions workforce.
HR related certifications or other combinations of education and experience that provide the knowledge, skills, and abilities listed will be evaluated on an individual basis.
Alaska experience preferred.

LICENCES & SPECIAL REQUIREMENTS:

Required to have, or be able to obtain an Alaska driver's license, within 90 days of hire.
Ability to pass all required pre-employment testing i.e. criminal background and work history and a drug test.
Must be eligible to work in the US; meet employment requirement by Federal Law; if hired, must complete employment eligibility verification form (I-9).
Ability to work in an office setting using a computer majority of the day.
Maintain active and current certifications and licensing for the duration of employment.

BENEFITS:

\$5,000 Relocation Assistance, *if applicable*.
City owned housing available for rent.
Travel allowance \$2,000 every year on your date of hire after 1st year of employment.
Free Annual Membership of Life Med (employee + dependents)
Free Membership for Parks, Culture and Recreation (employee only)
Medical and Dental premiums 100% employer paid (employee & dependents)
Paid Time Off starting at 16 hours a month.
Eligible for 457 Plans with ICMA- RC or Mutual of America and other Voluntary Benefits.
9 paid Holidays and 3 floating Holidays per year
Eligible for PERS retirement.
Up to 100% tuition reimbursement (must be taken while employed; refer to Title III)

TO APPLY: Submit a City of Unalaska Application. All necessary forms are available at City Hall, Administration Department at 907-581-1252, or by downloading at www.ci.unalaska.ak.us Return completed form to City of Unalaska: Administration P.O Box 610, Unalaska, AK 99685 and/or emailing to mmurdock@ci.unalaska.ak.us or by fax at 907-581-4469.

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