



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

The City and Borough of Sitka is an Equal Opportunity Employer. All qualified candidates are encouraged to apply.

HUMAN RESOURCES DIRECTOR

Wage: \$91,790.40 to \$109,137.60 Yearly DOE/Q

City and Borough of Sitka seeks a qualified team member to fill the full-time position of Human Resources Director. Performs work in planning, organizing and directing a comprehensive human resource management program for the City. Functional areas of responsibility include recruitment, employment, and classification, continuing development of personnel policies, employee development, compensation and benefits administration, records management, safety policies and related work as required. Work is performed under the direct supervision of the Administrator.

Work Schedule: Full time, Monday-Friday, 8 am - 5 pm.

Benefits:

- PERS Defined Contribution Retirement
- SBS Annuities program - 6.13% match
- Employer Paid Life Insurance through USABLE (employee and dependents)
- Medical Dental Vision (90%/10% employer/employee paid) (employee and dependents)
- Annual Leave & Sick Leave
- Paid Holidays
- Floating Holidays
- Eligible for 457 Retirement Plans with Empower, ICMA-RC and Waddell & Reed
- Eligible for additional Supplemental Insurance Plans with USABLE, AFLAC, American Fidelity, and State of Alaska

Tasks:

- Plans, organizes and directs the City human resource management program under the provisions of the Charter of the City and Borough of Sitka, the City and Borough Municipal Code, Memoranda of Agreement, Federal, State and local regulations and the City's Personnel Policies.
- Directs the preparation and administration of the annual budget of the Human Resources Department and provides guidance and initiates strategies for the departmental operations within the parameters of the budget.
- Plans, organizes, directs and gives overall policy guidance and review to the continuing work and special projects of the Human Resource Department. Confers with the Administrator, department heads, supervisors, employee representatives, the Assembly, the

Providing for today...preparing for tomorrow

general public and civic groups to discuss human resource opportunities, plans, programs or problems.

- Participates in negotiating and directs administration of labor contracts after agreement is reached; Advises City Administrator, Elected Officials, Department Heads and managers and others on labor relations and employee relations matters, including grievance and arbitration procedures and actions; works with managers and labor organizations to resolve problems.

Experience and Training:

- Bachelor's degree from an accredited college in Human Resource Management, public or business administration, industrial relations, or a closely related field is required.
- Three Years of increasingly responsible experience in human resources management
- SPHR/PHR preferred.

Skills and Requirements:

- Knowledge of Workers' Compensation insurance procedures and reporting requirements.
- Ability to make effective oral presentations to individuals and groups.
- Knowledge of the occupations found in municipal service, including requirements, employment conditions, practices, and trends.
- Knowledge of the principles and practices of affirmative action processes.
- Thorough knowledge of FLSA, ADA, FMLA/AFLA, COBRA, HIPAA, OSHA regulations and DOL Occupational Injury requirements.
- Thorough knowledge of City and Borough of Sitka personnel policies, practices, and procedures.
- Thorough knowledge of the administration of group health, life insurance and other benefit programs.
- Thorough knowledge of oral interviewing techniques, practices, and procedures.
- Skill in conducting interviews.
- Good knowledge of various methods of evaluating candidates, testing and the grading of tests.
- Thorough knowledge of the methods for maintaining personnel records.
- Ability to analyze technical and administrative human resource problems and make sound recommendations for their solutions.
- Ability to plan, organize, direct, and evaluate the work of technical and clerical staff.
- Ability to prepare accurate, clear, concise, and effective reports and memoranda.
- Ability to deal tactfully and effectively with others in emotional, possibly controversial situations.
- Ability to supervise the requisite research in the development of human resource rules, regulations, policies, and programs.
- Ability to establish and maintain complex clerical records and files and to prepare written reports from such information.
- Ability to organize and coordinate a wide variety of materials, human schedules and supportive actions.
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Submit Application to Human Resources via hr@cityofsitka.org. or turn it in to Room 300, City Office Building. Complete job description and application www.cityofsitka.com. **Open Until Filled.**