



POSITION VACANCY

The Human Resources Department is accepting applications for REGULAR, FULL-TIME:
HUMAN RESOURCES MANAGER

SUPERVISOR:	CITY MANAGER
CLASSIFICATION:	SALARIED, OVERTIME EXEMPT, CONFIDENTIAL
COMPENSATION:	\$57,668.85 - \$70,404.61 ANNUALLY, DOE
HOURS:	MON-FRI OFFICE HOURS, 0800-1700
BENEFITS:	ALASKA PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS), GROUP HEALTH INSURANCE, LIFE INSURANCE, OPTIONAL 457 DEFERRED COMPENSATION, EMPLOYEE-PRICED RECREATION FACILITY ACCESS, ANNUAL AND SICK LEAVE ACCRUAL, PAID HOLIDAYS
POSITION SUMMARY:	Performs administrative functions in support of personnel programs, wage and salary administration, and benefits administration under the policy guidance and supervision of the City Manager.
QUALIFICATIONS:	High School diploma or GED and two (2) years' administrative experience. Preference given to candidates with a related postsecondary degree and/or experience in personnel management, labor relations and/or staff supervision.

DUTIES:

- Manages position classification systems; maintains job descriptions; performs periodic job analysis; researches/recommends adjustments to wage scales based on changing job duties and/or economic conditions.
- Directs recruitment processes, to include vacancy announcements and candidate selection.
- Performs in-person onboarding with new employees and periodic benefit/paperwork reviews with current employees.
- Coordinates payroll practices with AP/Payroll Specialist to ensure accuracy of personnel records, monthly benefit billings and employee status.
- Manages employee evaluation system; develops evaluations forms; tracks completed evaluations and ensures supervisors are skilled in producing useful evaluations.
- Administers third-party training program to ensure all employees complete workplace and job-related training in accordance with legal, best-practice, and recurring training requirements.
- Administers the City's FMCSA/DOT random drug testing program, notifications and documentations and other non-DOT drug testing for City employees.
- Reports and tracks Worker's Compensation injuries and occupational safety incidents.
- Serves as liaison between the City and the bargaining unit; supports collective bargaining activities and fosters conflict resolution efforts between management and employees.
- Fosters and maintains a good working relationship with the bargaining unit; communicates routinely with administrative representatives and local stewards.

LEGAL REQUIREMENTS:

As a condition of employment, applicant is subject to a background check (criminal history, verification of education/employment history.)

Applications and full Job Description, which includes necessary knowledge, skills, abilities and working conditions, available at City Hall, 424-6200. Interested individuals should submit a City of Cordova application to Human Resources, humanresources@cityofcordova.net. Applications accepted until position filled.