



Alaska Industrial Development and Export Authority

Position Description

PCN	08-0455
POSITION TITLE	HUMAN RESOURCES MANAGER
LOCATION	ANCHORAGE
RANGE	22
REPORTS TO	AIDEA & AEA CEO/EXECUTIVE DIRECTORS
FLSA EXEMPT	YES
REVIEWED BY (NAME AND DATE)	JENNIFER HALDANE MAY 2017
APPROVED BY (NAME AND DATE)	JOHN SPRINGSTEEN MAY 2017

POSITION PURPOSE:

The Human Resources Manager position provides oversight and direction to HR staff, performs advanced professional work that requires substantial analytical skill, considerable knowledge of human resource management principles and practices, and the exercise of substantial independent judgment and discretion in managing all aspects of AIDEA and AEA's human resources functions. This position also oversees front office administration. As a member of the senior leadership team, the Human Resources Manager supports the AIDEA and AEA CEO/Executive Directors by providing overall strategic human resource and leadership.

ESSENTIAL FUNCTIONS:

- Leads the planning, development and implementation/administration of all human resource policies, programs and services, including but not limited to, employee relations, employment practices, organizational development and succession planning, compensation, recruitment and orientation, training and development, retention, legal compliance and processes, and employee communications.
- Manages the common process and day-to-day human resource and front office operations.
- Creates, administers, and updates human resource and general administrative policies.
- Oversees processes involved in recruiting, hiring, onboarding, disciplinary actions and terminations, and appraising performance.
- Coaches and assists managers in addressing complaints and resolving employee-related problems.
- Facilitates appropriate change management methods for organizational and/or staffing changes.
- Diagnoses organizational issues, develops solutions in collaboration with the leadership team and implements as appropriate.
- Ensures compliance with and maintains a thorough knowledge of applicable local, state, and federal regulations.
- Provides HR advice and counsel to executive leadership.
- Participates in Board meetings and works with the Board of Directors as needed to provide information, support, or other guidance.
- Prepares and monitors compliance with human resources budgets.
- Recommends, evaluates, and participates in staff development and training.
- Develops and administers various human resources plans and procedures for all personnel.
- Plans, organizes, and controls all activities of the HR department. Participates in developing goals, objectives, and systems.
- Acts as the Authority's primary liaison with the Department of Personnel (DOP) and other state or federal agencies to resolve human resource issues.

- Coordinates with the Department of Law on human resource issues needing legal advice.
- Establishes and maintains department records and reports. Participates in administrative staff meetings. Maintains organizational charts and employee directory.
- Evaluates reports, decisions, and results in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency and services performed.
- Supervisory responsibility for front office operations and staff.
- Performs other incidental and related duties as required and assigned.

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS:

While performing the duties of this job, the employee is frequently required to sit and stand; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms, and/or move up to 25 pounds. This position frequently requires reading and communication through speech and writing. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS:

Requires intermediate skills in word processing, presentation software, and spreadsheets. Requires basic skills with email and general office equipment.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles, practices, terminology and current developments, including legal trends in the field of human resources.
- Knowledge of applicable local, state, and federal labor regulations, as well as an ability to research and get further clarification as needed.
- Working knowledge of research techniques and the methods of compiling, organizing, and reporting data.
- Excellent interpersonal and relationship-building skills.
- Demonstrated leadership abilities which include an emphasis on collaboration and coaching, conflict management, and strategic planning.
- Skill in observing critically and obtaining accurate data using a variety of techniques.
- Skill in analyzing complex issues and situations, drawing logical conclusions, and proposing viable solutions and courses of action.
- Skill in reading, understanding, explaining, and applying complex rules, regulations and procedures.
- Ability to communicate effectively with others, both orally and in writing. Ability to lead group discussions, training workshops and seminars.
- Ability to maintain effective working relationships with a variety of individuals.
- Ability to handle confidential information appropriately.
- Ability to deal firmly and tactfully with employees and managers.
- Ability to work effectively under pressure.
- Ability to develop procedures and methods.
- Ability to work independently.

DESIRED QUALIFICATIONS:

Eight (8) years of demonstrated professional level human resource experience with a bachelor's degree or an additional four (4) years of demonstrated professional level human resource experience in lieu of a degree. Prior experience as a State Human Resource Manager, Human Resource Supervisor, or the equivalent elsewhere in the private sector is highly desirable. Previous supervisory experience required. Certification as a Senior Professional in Human Resources (SPHR) or SHRM-SCP preferred. Master's degree in Human Resources, Business Administration, Organizational Management, or related field preferred.

POSITIONS SUPERVISED BY THIS POSITION:

PCN	Job Title
08-0473	Human Resources Technician
08-0216	Front Desk Administrator