



Job Description

PCN (s)	08-0473
JOB TITLE	HUMAN RESOURCES TECHNICIAN
LOCATION	ANCHORAGE
RANGE	14/15 FLEX
REPORTS TO	HR MANAGER 08-0455
FLSA EXEMPT	NO
REVIEWED BY:	LINDA SENN MARCH 2018
APPROVED BY:	LINDA SENN MARCH 2018
EFFECTIVE DATE:	MARCH 8, 2018

POSITION PURPOSE:

Provide support in all aspects of the Human Resources Department.

ESSENTIAL FUNCTIONS:

Range 14:

- Maintains strict confidentiality of all Human Resources information, and ensures the security of confidential information.
- Performs reference checks on potential new hires, handles the pre-employment paperwork, and ensures the new hire is prepared for onboarding.
- Facilitates the onboarding and orientation of all new employees to ensure completion of new hire forms, as well as educating new hires on AIDEA and AEA personnel guidelines and policies. Trains new hires on the timesheet system.
- Facilitates the out-processing of separating employees to ensure our records are complete and notifying all the necessary departments (Payroll, IT, etc.) in a timely manner.
- Processes, verifies, and maintains electronic and hard copy PCN and human resources related documentation for AIDEA and AEA. Includes documentation relating to staffing, recruitment, training, complaints, ethics disclosures, performance evaluations, medical, workers' compensation, and I-9 files.
- Reviews employee timesheets for completeness, accuracy, and correct overtime computation. Explains procedures and trouble shoots for staff as necessary. Closes payroll and sends generated reports, with supporting documents to Juneau and Finance.

- Maintains the PayRate Roster, tracks pay adjustments in HRIS (IRIS), and follows up on pending pay discrepancies with the appropriate departments until the discrepancy is resolved. Maintains the employee resource cards in Navision.
- Produces semi-monthly reports showing current HRIS information and the status of performance evaluations.
- Tracks and notifies managers and employees of performance review and merit increase dates, and processes changes. Follows up ensuring each step is completed in a timely manner.
- Assists in maintaining and proofing organizational charts.
- Verifies current information in HRIS and contacts appropriate department to correct discrepancies.
- Maintains employees' State credit card files and electronic communication device (cell phone) files.
- Maintains Department's electronic and paper filing system to facilitate access and location of information, recommends changes as needed for improved efficiency. Maintains and organizes archived files. Follows record retention requirements.
- Performs periodic checks on AED units and first aid supplies to ensure correct operation and no expired materials.
- Arranges AED/CPR training for employees, as needed, to comply with regulations.
- Serves as a member of internal Safety Committee.
- Serves as a backup to the Front Desk Administrator during staff meetings and special occasions.
- Assists with various research, reports, and special projects.

Range 15:

- Previous experience and/or demonstrated mastery performing Range 15 essential functions independently with limited guidance.
- Applies and explains personnel rules, policies, and procedures to employees. Answers questions, resolves problems and/or directs to appropriate department.
- Assists with and participants in the recruitment and interview process.
- Processes and reviews resumes and/or employment applications for completeness and qualifications before forwarding to supervisor for review.
- Initiates appropriate documents for FMLA/AFLA and Workers Comp claims, and follows up as necessary to ensure timely processing.
- Periodically audits employment files for accuracy and completeness.
- Works directly with auditors to provide requested documentation.
- Responsible for ensuring current mandatory labor posters are placed as required.

- Completes initial review of employee performance evaluations to identify areas of concern for the HR Manager's review.

Physical Requirements and Potential Hazards

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. 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, database software, email and general office equipment. Ability to learn HRIS system, Navision, and approve payroll.

Critical Knowledge, Skills, and abilities:

- Ability to exercise high level of discretion, tact and compassion in processing documents and confidential information.
- Intermediate level of knowledge of principles and processes for staff recruitment, selection, training, compensation and benefits, employee relations, and HRIS.
- Skills in prioritizing and organizing daily duties ensuring compliance with deadlines.
- Skills in mathematical calculations.
- Excellent verbal, written and interpersonal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to work independently and propose solutions when needed.
- Ability to comprehend written material, and interpret and apply rules and instructions.
- Ability to compare data from a variety of sources for accuracy and completeness, identify discrepancies, and make corrections.
- Ability to develop constructive and cooperative working relationships with other staff.
- Intermediate skills in Microsoft Office and basic skills in Navision and HRIS for payroll and employment tracking.

Desired Qualifications:

Bachelor's degree in Human Resources, Business Administration, Psychology or a related field, **OR** professional certification in the field of Human Resources required. A minimum of three years of Human Resources experience required.