

ARCTIC SLOPE NATIVE ASSOCIATION JOB VACANCY ANNOUNCEMENT

Opening Date:	April 10, 2019	Closing Date:	April 17, 2019
Position:	<u>HR Generalist I</u>	Reports to:	Human Resources Director
Salary/Wage:	Grade 10; \$29.09 - \$32.12/HR DOE	Department:	Human Resources
Hours:	Monday – Friday 8:00 a.m. – 5:00 p.m.	Location:	ASNA

Brief Summary:

The HR Generalist I is part of the ASNA HR team and reports to the Director of Human Resources. This position will provide operational support to the HR Department, which has overall responsibility for a wide range of functions including, recruiting, performance management, compensation, benefits, employee relations, training, employment law, and Joint Commission compliance. It requires multi-tasking, problem solving as well as the ability to work independently while remaining friendly, professional and customer service driven.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:

- Proactively respond to employee questions and concerns in a prompt, courteous and efficient manner.
- Assist the Director of Human Resources and HR Generalists as needed.
- Initiate new hire processes, gather required paperwork, and ensure all paperwork is completed accurately.
- Complete all work in accordance with federal and state regulations, Joint Commission standards, grant requirements, and internal personnel policies.
- Prepare job postings, post positions to various websites, prepare offer letters, and assist with ensuring compliance with Joint Commission standards.
- Review and verify incoming and outgoing documentation for completeness, accuracy, and compliance with established policies and procedures.
- Perform general administrative needs such as ordering supplies, filing, scanning, faxing, and maintaining departmental files.
- Assist with onboarding and new hire orientations; ensure accuracy and completion of all required paperwork; generate employee identification badge.
- Assist with workers' compensation, short-term disability, long-term disability, and Family Medical Leave; assist with forms and to ensure accuracy and completion of all required reports, applications, certification, monitoring, inquiries, problem resolution, and return to work coordination.
- Provide routine individual and agency-generated employment verification and other paperwork required by the Department of Labor and other agencies.
- Administer job interviewing schedules for all job vacancies.
- Contact and screen applicants; provide vacancy and organizational information to applicants; work with the HR Generalist III to refer qualified applicants to hiring manager.
- Prepare documents and compose routine correspondence, as required, on specific policy and procedural issues.
- Gather information, conduct basic data analysis, and assist in the development of reports.
- Assist in the development and facilitation of staff training.

Education and Experience:

- Associate's Degree (AA) in Human Resource Management or related field preferred.
- Two plus years of related HR experience or equivalent combination of education and relevant experience.
- Knowledge of employment laws, policies and procedures.
- Experience working with managers and employees at all levels.
- Excellent verbal and written communication skills required.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

applications@arcticslope.org

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.