

## JOB DESCRIPTION

FOCUS, Inc, A Non-Profit Corporation located in Chugiak, Alaska is hiring its first HR Director. Its HR functions have previously been performed by the Executive Director and various staff. FOCUS has a diverse, large staff with multiple types of schedules and functions. The job description follows. If interested please respond to Seth Kelley at 907-688-0282 or email at [info@focusoutreach.org](mailto:info@focusoutreach.org) for further information.

The Human Resources Director guides and manages the agency's human resources policies, functions and programs by planning, organizing, recommending, developing, implementing, coordinating, and directing HR activities including employee benefits, compensation, labor relations, training, recruitment and hiring, records maintenance and retention and legal compliance in a manner that encourages an employee-orientated high performance work culture.

### *Essential Functions:*

Work with management team to identify, anticipate and respond to staffing needs.

Develop and administer an effective and compliant recruitment, hiring and orientation program.

Develop, in coordination with the Executive Director and management team, and administer an effective performance management system, staff development program and wage and salary program.

Administer a classification program which includes classifying and reclassifying positions, and writing job descriptions.

Maintain Agency organization chart and employee directory.

Regularly review and make recommendations to management team for improvement of Agency's policies, procedures, and practices on personnel matters.

Responsible for Agency compliance with Federal and State legislation pertaining to all personnel matters and serve as EEO specialist.

Oversee the development and documentation of all employee training and coordinate management training in interviewing, hiring, terminations, promotions, performance review, safety, and harassment.

Design personnel forms and direct the maintenance of personnel records.

Maintain human resources information system records and compile reports as requested or needed.

Monitor unemployment and workers compensation claims and assist with appeals.

Develop, maintain and coordinate risk management and safety programs.

Advise management in appropriate resolution of employee relations issues.

Perform employee relations counseling and conducts exit interviews.

Advise Executive Director regarding budgetary needs for HR functions.

Participate on committees and special projects as requested.

***Supervisory Responsibilities:*** No employees report directly to this position, however, the HR Director's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change in status of other employees is given particular weight.

**Education and/or Experience:**

1. A bachelor's degree in Human Resource management or a related Personnel/Human Resources field and five (5) years' Human Resources experience, OR
2. An appropriate and equivalent combination of education and experience.
3. Professional in Human Resources (PHR) certification or willingness and ability to obtain such certification within one year of hire date.
4. Senior Professional in Human Resources (PHR) certification preferred.

**Skills, Knowledge and Abilities:**

General knowledge of the principles and practices of personnel administration;

Knowledge of sound techniques in all aspects of personnel management;

Knowledge of the operations of administrative programs;

Ability to develop long-term plans and programs and to evaluate work accomplishments;

Ability to apply and adapt practices and techniques to the special requirements of senior management;

Ability to establish and maintain effective relationships with other management staff, employees, and the general public;

Ability to present facts and recommendations effectively in oral and written form.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs;; stoop, kneel;; talk and hear;. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### ***Working Conditions***

Most work is performed in office environment with moderate noise level. Some travel may be required.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.