

Human Resources Manager

Under direction of the Executive Director, is responsible for managing all aspects of Human Resources including recruitment, benefits, investigations, training, and staff development.

ESSENTIAL FUNCTIONS

Key Performance Area –Human Resources Policies, Procedures, and Practices

- Assures compliance with applicable state, federal and local regulations in human resources, wage and hour, compensation, and equal employment opportunities
- Provides guidance to supervisory staff in disciplinary situations
- Plans and facilitates meetings with staff to resolve human resources issues as needed
- Collaborates with executive director on investigative processes for issues related to harassment or discrimination in the workplace
- Provides all information requested by appropriate authorities in the event of a grievance filed with an outside entity (Department of Labor, Anchorage Equal Rights Commission, EEOC, etc.)
- Collaborates with agency counsel as needed on human resources issues
- Coordinates recommendations and approval process for Personnel Policies and Procedures. Assists in developing job descriptions for all positions within the agency and presents to the Policy Council for approval
- Responds to requests from other agencies regarding employees

Key Performance Area – Recruitment, Selection, Retention, and Termination

Recruitment:

- Plans and implements recruiting strategies for all positions within the agency as needed. Includes on-going substitute recruitment. Attends job fairs and speaks at local schools and colleges as requested. Corresponds with potential applicants as requested
- In collaboration with the executive director, initiatives coordinator, other managers, and Policy Council, coordinates recruitment process for all positions
- Oversees the initiation of the orientation process for all staff positions
- Provides assistance and training to Policy Council in understanding their role in hiring. Assists the initiatives coordinator in gaining Policy Council approval for all new hires prior to hire date
- In collaboration with appropriate supervisor, coordinates interview processes for all positions
- Provides initial paperwork assistance to assure that newly hired staff meet the qualifications for their positions
- Coordinates the Variance Process for staff members with Municipal Licensing as needed

Retention

- Monitors turnover and exit interviews to plan for improved retention and reports results annually to executive director
- Collaborates with the Wellness Committee to determine retention strategies
- Networks with other non profit agencies to understand and develop plans based on retention issues in the community
- Conducts wage comparability studies as needed

Termination:

- In collaboration with other managers, plans and coordinates lay-off for part year employees each year
- Assures completion of necessary documentation for processing terminated employees. Oversees provision of information on COBRA for health insurance, AFLAC continuation, and follow-up for 401(k) and 403 (b) programs for terminating staff
- Collaborates with the executive director to provide necessary information to Policy Council for approval of all involuntary employment terminations
- Conducts involuntary termination meetings in collaboration with other management staff

Key Performance Area –Staff Development and Training

- Develops and implements agency training plan
- Collaborates with managers to plan pre-service and in-service training

May 2012

PC Approval: 7/23/2012

Position Description

- Collaborates within the community to provide programs for completing college degrees. Monitors degree plans in collaboration with staff and college representatives
- Coordinates the CDA process for staff who are ready to submit their applications for CDA
- Develops and distributes evaluation forms for training activities and reports results to Executive Director
- Assists in planning and monitoring the reflective supervision process
- Coordinates conferences and workshops
- Monitors Individual Professional Development Plans for completion of goals

Key Performance Area – Payroll Support and Benefits

Payroll:

- Reviews payroll changes provided to fiscal management to assure readiness on the time sheet due date.
- Provides start and end dates of employees, timely updates of payroll information, assures employee elected withholdings information is provided to payroll
- Stays apprised of the changes to payroll processing to assure that in an emergency, and with some technical assistance, payroll can be completed.

Benefits:

- Assures that COBRA notifications are complete and forwarded to KCI's COBRA provider
- Coordinates open enrollment for benefit programs. Assures benefits enrollment information is filed in a timely fashion. Assures compliance with applicable benefits laws
- Approves Family and Medical Leave and assures tracking and follow-up

Key Performance Area – Computerized Information Systems

- Serves as liaison to the technical support contractors who provide network administration services. Coordinates computer technical support. Assists in developing agency technology plans to meet the needs of the program
- Supervises Program Support Associates in their data entry support for KCI
- Oversees website maintenance and development, social media content and updates, and other technology-based informational resources

Key Performance Area – Recordkeeping and Reporting

- Assures completeness and conformity of personnel files. Monitors files to assure currency of certifications and performance appraisals. Oversees personnel file archiving as employees leave the agency
- Provides assistance to entities reviewing personnel files (Municipality, auditors, etc.)
- Collaborates with Initiatives Coordinator to assure that documentation of volunteers complies with regulations and applicable variances from Municipal Licensing.
- Prepares human resources section of the annual Program Information Report
- Contributes to agency annual report as directed by Executive Director
- Completes human resources section of the agency monthly report

Key Performance Area – Communication

- Assures continuous and timely flow of verbal and written communication to and from other staff, supervisor, program participants, and the community. Conducts communication in an effective, respectful, timely, and supportive manner
- Provides assistance and guidance to employees in communicating with colleges and the CDA board
- Collaborates with local training providers to assure that KCI staff are included in training opportunities within the community
- In collaboration with Managers, monitors database for accuracy of data input

Key Performance Area – Supervision

- Supervises Program Support Associates

MARGINAL FUNCTIONS

May 2012

PC Approval: 7/23/2012

Position Description

Perform other assignments as requested by supervisory staff
Participate in planning process as directed
Participate in self assessment process as directed

Position Information

Reports to: Executive Director
Supervises: Program Support Associates
Requirements: 4 Year Related Degree + 3-Years Related Experience

Required Certification and Licenses: Driver's License (requires access to personal vehicle that is insured for purposes of delivery when agency owned vehicle is not available)

Requires occasional check of driving history to assure good driving record.

Starting Salary:

4-Year Degree	Graduate Degree
\$51,367.00	\$54,490.00

Introductory Period: 180 Days

Other Requirements:

Abilities:
Must be competent in Excel, Word, Internet Applications
Able to perform multiple tasks

Able to maintain confidentiality of program and staff information
Effective written and verbal communication abilities

Physical Abilities:
See attached list

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

PAYROLL INFORMATION:

- Timesheet dates are no later than the 15th of each month and the last working day of each month.
- Payroll checks are direct deposited or mailed to employees on the pay date.
- All positions are contingent upon Policy Council Approval
- This position is dependent upon availability of funding (all positions are grant funded).

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available on the Internet at <http://kcialaska.org>

May 2012

PC Approval: 7/23/2012

Kids' Corps, Inc.

Position Description

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason with approval from the Head Start Policy Council in accordance with Head Start Performance Standard 45 CFR 1304.50 (d) (1) (x). No term of employment is expressed or implied by this job description.

Employee Signature: _____ Date: _____