
Human Resources Manager

(Exempt, Full-Time)

Under the general direction of the Executive Director, the Human Resources Manager will run the daily functions of the Human Resource (HR) department including involvement with recruitment, administering payroll, oversight of departmental compliance with employment laws and regulations, employee benefit programs, and ensuring compliance with company policies and practices.

As the Human Resources Manager, you'll be the first point of contact for new hires, guiding them through the onboarding process and ensuring they feel supported every step of the way. This role goes beyond paperwork – it's about making a strong first impression and keeping the hiring process smooth and efficient.

Essential Job Functions

- Manage payroll and ensure compliance with laws and regulations at all levels; supplies payroll with applicable information in a timely manner.
- Provide guidance and assistance to management and other personnel as needed.
- Manage the hiring process, including recruiting, interviewing, hiring and onboarding.
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations.
- Administer employee benefits, assisting employees with enrollment, questions, payments and beneficiaries.
- Develop training materials and performance management programs to help ensure employees understand their job responsibilities.
- Manage complex employee relations issues, including conflict resolution, performance management, disciplinary actions, and terminations ensuring alignment with organizational policies and values.
- Act as a key advisor to senior leaders and employees, providing strategic support on employee matters while fostering a positive work environment.
- Work with senior management to design and implement employee retention strategies and strategic HR initiatives.
- Maintain personnel records and databases, licensing and certification status' and notifying employees and managers when updated documentation is needed.

- Maintain and upkeep all agency forms and documents related to Human Resources, including but not limited to job descriptions, interview questions, background check documents, and orientation paperwork.
- Maintain compliance with federal, state and local employment laws and regulations, and recommend best practices; reviews policies and procedures/practices to maintain compliance.
- Maintain and/or implement employee recognition programs.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to create a culture of diversity, inclusiveness, collaboration and teamwork
- Effective verbal and written communication skills
- Knowledge of a broad range of human resource strategies and practices, including compensation, performance management, safety, hiring, employee relations; able to apply these strategies and practices in compliance with employment regulations
- Experience with analyzing data to guide strategic employment planning
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with Microsoft Office Suite

Licenses and Certifications Needed

- Must be able to successfully pass the State of Alaska Background check
- Must be able to successfully pass TB Test (current)
- Must be able to obtain CPR/First Aid (current)

Minimum Qualifications

- A bachelor's degree in human resources, labor relations, organizational development, business or related area; relevant work experience may be a substitute
- Two years of related work experience, preferred
- Human Resources certification, preferred

I acknowledge that I have received a copy of this job description.

Signature

Date

NOTE: YAS is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a "living document" updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job and identify performance measures and potential training needs.