

COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

POSITION DESCRIPTION

TITLE: Human Resource Program Manager

INTRODUCTION: This position is located at the CATG Administrative Offices in Ft. Yukon, Alaska. The purpose of this position is to (a) assure that policies and procedures regarding CATG employees meet current personnel policy practices and are within Federal and State rules and regulations, and (b) to manage CATG personnel activities and devise programs which improve productivity, employee morale and a positive work environment. The Human Resource Program Manager works under the direct supervision of the CATG Executive Director. Duties are performed independently with periodic consultation with the Executive Director to assure that goals are being met.

MAJOR DUTIES AND RESPONSIBILITIES:

- Initiates nondiscriminatory and affirmative action recruitment, hiring and promotions, fair treatment of all employees, encouragement and recognition of employees' achievements, career development of employees, and full utilization of their skills
- Assists departments in all aspects of personnel relations and employment practices including recruitment, orientation, counseling, evaluations, grievances, corrective actions, and terminations
- Reviews proposed new or changed job descriptions to ensure consistency with agency classification system
- Oversees the preparation of Personnel Action Notices. Reviews for completeness before forwarding to Executive Director for approval
- Maintains all personnel files including safeguarding confidentiality and regulating responses for employment references from the CATG staff
- Has full supervisory responsibility for personnel staff
- Keeps informed of, supports and communicates to employees EEO policies, plans and programs. Seeks out and utilizes available resources including appropriate personnel, EEO specialists and training resources in carrying out these responsibilities
- Evaluates personnel operations on a continuing basis and suggests to improve the responsiveness and quality of personnel operations
- Advises supervisors regarding proper behavior toward staff
- Oversees recruitment process. Tests applicants when appropriate, conducts reference checks; refers qualified applicants to department heads for further interview; and, recommends levels of wages based on CATG salary schedule
- Coordinates and processes all employee benefit plans including but not limited to: (medical, dental, vision, life, COBRA, pension, EAP and workers compensation). Provides corresponding reports and follow-up as required
- Completes employment statistical and other employee reports as required by management, State and Federal agencies

- Reviews Personnel Policies and Procedures annually and makes recommendations to update policy and/or procedures in accordance with current law(s).
- Provides monthly statistical and narrative reports to the Executive Director.
- Represents the Human Resources Department at a variety of meetings and conferences.
- Supervises Human Resource Assistant(s) on a daily schedule
- Performs other job related duties as assigned

QUALIFICATIONS:

- BA Degree from an accredited college or university plus two (2) years experience in Personnel Management or a combination of six (6) years equivalent education or experience, with at least one year experience in Human Resource Management; or
- An Associate Degree plus six (6) years work experience in Personnel Management or a related discipline with demonstrated increasing administrative responsibilities and authority with 4 years experience in Human Resource Management, and
- Demonstrated experience must include one (1) year of successful supervision of staff
- Experience in compiling and reporting employee statistics.
- Strong computer skills, including PC Word Processing and Excel Spreadsheet proficiency
- Demonstrated administrative/management skills.
- Effective oral and written communications skills.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and understanding of applicable laws and requirements.

OTHER:

- Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- Experience working with or for an Indian Tribe or Tribal organization is preferred.
- As a Federal contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy which includes pre-employment and random anonymous testing there after.

Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. CATG is an at-will employer.

Title:	Human Resource Program Manager
Location:	Fort Yukon, Alaska
Supervision:	Executive Director
Classification:	Non-Exempt, Regular Full-time
Salary:	Negotiable