



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Human Resources Manager

This position is responsible for all aspects of the Human Resources Department including recruitment and orientation, benefits management, wage rates, and employment law compliance.

Team: Administration
Reports to: Executive Director
Salary Status: Exempt

Salary Range: DOE
Schedule: Fulltime, Regular
Last Revised: August 2021

This position establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.

Responsibilities/Duties

- Oversees recruitment of employees and ensures adherence to established policies and procedures.
- Oversees orientation of new employees and ensures adherence to established policies and procedures.
- Sends out updates to personnel policies and other HR information to employees.
- Manages individual employee benefits, reconciles, and prepares reports.
- Serves as Plan Administrator for retirement account, completes annual 5500 reporting and Non-discrimination testing.
- Responsible for annual 1095-c reporting and filing.
- Keeps current on Federal Labor Standard Act, Family Medical Leave Act and other regulations.
- Prepares payroll change information for payroll clerk, reviews and approves payroll for processing.
- Maintains electronic and physical employee files.
- Responsible for all benefit and compensation management.
- Supervises the Human Resources Assistant.
- Maintains the staff directory.
- Works with the Executive Director to strategically plan for future human resource needs- compensation, staffing levels, education, space, etc.
- Develops and recommends policy and procedures to the Executive Director.
- Responsible for preparing renewals for all general and health insurance.
- Reconciles workers comp premiums and compiles Workers Comp Audit annually.
- Maintain high levels of confidentiality in accordance with HIPAA and HITECH, including all applicable regulations.
- Assists with emergency management, planning, and deliverables.
- Other duties as assigned.

