



Job Description

PCN	08-0473
JOB TITLE	HUMAN RESOURCES TECHNICIAN
LOCATION	ANCHORAGE
RANGE	14/15 FLEX
REPORTS TO	HUMAN RESOURCES DIRECTOR 08-0455
FLSA EXEMPT	NO
REVIEWED BY:	LINDA SENN MAY 2020
APPROVED BY:	LINDA SENN MAY 2020
EFFECTIVE DATE:	MAY 27, 2020

POSITION PURPOSE:

Provides support to the Human Resources Department.

ESSENTIAL FUNCTIONS:

- Maintains strict confidentiality of all Human Resources information, and ensures the security of confidential information.
- Prepares and facilitates the pre-employment process, including performing reference check, certification, and communication with internal and external stakeholders to ensure the new hire is prepared for onboarding.
- Facilitates the onboarding and orientation of all new employees to ensure completion of new hire forms, as well as educating new hires on AIDEA and AEA on requirements and policies. Ensures documentation is processed in a timely manner.
- Trains new hires on the timesheet system.
- Facilitates the out-processing of separating employees, ensuring all necessary departments (Payroll, IT, Juneau, etc.) are notified and documents are processed in a timely manner.
- Processes, verifies, and maintains electronic and hard copy human resources related documents for AIDEA and AEA; including, but not limited to, documents related to PCNs, staffing, recruitment, training, complaints, ethics disclosures, performance evaluations, medical, workers' compensation, and I-9 files.
- Creates, maintains, and updates "how do" instructions, as needed.
- Coordinates and processes timesheets and reports in a timely manner. Reviews employee timesheets for completeness, accuracy, and correct overtime computation. Explains procedures and troubleshoots for staff as necessary. Approves and closes payroll, including

sending generated reports, with supporting documents to Juneau and Finance. This duty requires regular attendance on payroll processing days.

- Maintains the PayRate Roster, tracks pay adjustments in HRIS (IRIS), and follows up on pending pay discrepancies with the appropriate departments until the discrepancy is resolved. Maintains the employee resource cards in Navision.
- Distributes annual notices, tracking acknowledgement where needed.
- Produces semi-monthly reports showing current HRIS information and the status of performance evaluations.
- Tracks and notifies managers and employees of performance review and merit increase dates, and processes changes. Follows up ensuring each step is completed in a timely manner.
- Assists in maintaining and proofing organizational charts.
- Verifies information in HRIS and contacts appropriate department to correct discrepancies.
- Maintains Department's electronic and paper filing system to facilitate access and location of information, recommends changes as needed for improved efficiency. Maintains and organizes archived files. Follows record retention requirements.
- Periodically audits employment files for accuracy and completeness.
- Applies and explains HR rules, policies, and procedures to employees. Answers questions, resolves problems and/or directs to appropriate department.
- Assists with and participants in the recruitment, screening, and interview process.
- Initiates appropriate documents for FMLA/AFLA and Workers' Comp claims, and follows up as necessary to ensure timely processing.
- Works directly with auditors to provide requested documentation.
- Responsible for ensuring current mandatory employment posters are placed as required.
- Coordinates safety training and assists with other safety duties.
- Assists with various research, reports, and special projects.
- Other duties as assigned.

Physical Requirements and Potential Hazards

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Technology, Equipment, Systems, and Tools

Requires intermediate skills in word processing, database software, email and general office equipment. Ability to learn HRIS system, Navision, and approve payroll.

Critical Knowledge, Skills, and abilities:

- Ability to exercise a higher level of discretion, tact and compassion in processing documents and confidential information.
- Intermediate level of knowledge of principles and processes for staff recruitment, selection, training, compensation and benefits, employee relations, and HRIS.
- Skills in prioritizing and organizing daily duties ensuring compliance with deadlines.
- Skills in mathematical calculations.
- Excellent verbal, written and interpersonal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to work independently and propose solutions when needed.
- Ability to comprehend written material, and interpret and apply rules and instructions.
- Ability to compare data from a variety of sources for accuracy and completeness, identify discrepancies, and make corrections.
- Ability to develop constructive and cooperative working relationships with other staff.
- Intermediate skills in Microsoft Office and basic skills in Navision and HRIS for payroll and employment tracking.

Desired Qualifications:

Bachelor's degree in Human Resources, Business Administration, Psychology or a related field, **OR** professional certification in the field of Human Resources required. A minimum of three years of Human Resources experience required.

Distinguishing Characteristics: (For Flex Positions Only)

Range 15

- Demonstrates a solid knowledge of essential functions and performs these functions with limited supervision and direction;
- Able to resolve higher level issues;
- Able to identify, research, and propose solutions to challenges.