



# NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

## HUMAN RESOURCES DEPARTMENT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak  
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800 · Fax (907) 442-2172

### POSITION VACANCY ANNOUNCEMENT C23-026

T-99-12

**TITLE:** Human Resources Technician – DO Human Resources Department

**QUALIFICATIONS:**

1. Two years human resources experience preferred with increasing responsibility.
2. Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
3. A Bachelor’s Degree, Associate Degree, or college credits preferred.
4. An effective communicator as appropriate for the needs of the audience.
5. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

**REPORTS TO:** Director and Assistant Director of Human Resources

**JOB GOAL:** To assist with the operation of the Human Resources Department in a manner that promotes the overall efficiency of the District.

#### PERFORMANCE RESPONSIBILITIES:

Responsibilities include but are not limited to the following:

1. Explain NWABSD personnel policies, benefits, and procedures to employees or job applicants.
2. Process, verify, and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations, and classifications.
3. Records data for each employee, including such information as addresses, supervisory reports on performance, and dates and reasons of terminations.
4. Process and review employment applications to evaluate qualifications or eligibility of applicants.
5. Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information.
6. Examine employee files to answer inquiries and provide information for personnel actions.
7. Gather personnel records from other departments or employees.
8. Search employee files to obtain information for authorized persons.
9. Request information from law enforcement officials, previous employers, and other references to determine applicants’ employment acceptability.
10. Other related duties as assigned by supervisor.

**LENGTH OF POSITION:** 7.5 hours per day, 261 days per year

**SALARY:** Range 15 Step 1, \$31.01 per hour

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board Policy.

#### APPLICATION PROCEDURES:

**District Employees** must submit to the Human Resources Department: request for transfer form, list of work experience and letter of recommendation from current supervisor.

**Other Applicants** must submit the following items to the human resources department: A completed application, at least three (3) current references (one from most recent employer). All references must have current telephone numbers.

**APPLICANTS ALREADY ON FILE MUST SUBMIT  
A LETTER EXPRESSING INTEREST IN THE POSITION**

**ALL OF THE ABOVE MUST BE POSTMARKED OR RECEIVED ON OR BEFORE  
THE CLOSING DATE TO BE CONSIDERED FOR THIS POSITION**

DATE ANNOUNCED ..... June 30, 2022  
DATE CLOSING ..... Open Until Filled

***AN AFFIRMATIVE ACTION-EQUAL OPPORTUNITY EMPLOYER  
APPLICATIONS FROM MINORITIES ARE ENCOURAGED***