



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 C23-059

T-99-12

TITLE: Assistant Human Resources Officer – DO Human Resources Department

- QUALIFICATIONS:**
1. Five years human resources experience preferred with increasing responsibility required.
 2. Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, and personnel information systems.
 3. An effective communicator as appropriate for the needs of the audience.
 4. 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:

Assists director and Assistant Director to ensure District compliance with all State and Federal human resource regulations; Screens applications, does reference checks on applicants, and makes recommendations for the selection of personnel as requested; Evaluates employee placement on certified and classified salary schedules and prepares employee contracts and other pertinent hire paperwork; Maintains complete, accurate, and up-to-date employee files; Primary contact with matters including but not limited to initial hire papers, monthly reports, termination papers and retirement papers; Provides analysis and recommendations to the director/asst. director regarding human resource actions including recruiting, hiring, and other human resource matters; Prepares statistical reports and answers questionnaires requesting information on district's human resources program; Appraises supervisor daily of pertinent problems, developments, and events in the area of human resources; Assists in coordinating assignment of District-owned housing units with local principals; Assists in designing evaluation instruments for employees; Assists in providing orientation and information services to employees and prospective employees; Participates in developing department goals and systems; Primary contract for FMLA and AFLA requests, Worker's Compensation and record keeping; Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services provided; Coordinates and monitors leaves of absence; Primary contact for paraprofessional testing; Other related duties as assigned by Supervisor, & perform other duties as assigned.

LENGTH OF POSITION: 7.5 hours per day, 261 days per year
SALARY: Range 5 Step 1, \$312.86 per day

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 November 16, 2022
DATE CLOSING Open Until Filled

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