



HR/Office Manager

Department: Executive

Location: Anchorage

FLSA: Exempt

Reports To: CEO

Approved By: Jens Laipenieks

Revision Date: 08/11/15

Effective Date: 01/01/13

Position Description

Human Resources professional for the Cooperative with responsibility for assisting in the administration of ASTAC's personnel policies, regulatory compliance, reporting and benefits. Serves as the primary logistical liaison with the Board of Directors.

Principle Accountabilities

- Responsible for assisting in recruitment, hiring and orientation of professional, technical and support staff, as needed.
- Identify legal requirements and government reporting regulations affecting human resources functions and ensure policies, procedures, and reporting are complying. Serve as a Privacy Officer for the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Reporting Occupational Injuries with the State and Insurance Carrier.
- Provides Human Resources support for the Cooperative, including internal investigation of the facts surrounding any human resources type complaint. Assist managers in properly handling all personnel matters.
- Administer Employee benefits programs (R&S) 401K elections, employee/retiree benefits.
- Maintain personnel records.
- Participate as part of Executive Management team in creating and implementing a Strategic Plan.
- Ensure that all employees are provided with written functional descriptions of their responsibilities, duties and authority.
- Ensure that an Employee Handbook contains all policies and procedures of the company.
- Supervises administrative and support staff by assigning work, checking quality of work, answering questions, handling personnel issues, and monitoring workflow to ensure timely completion of administrative activities.
- Works with insurance carrier to maintain a safe work environment through voluntary risk assessment and mock audits.
- Coordinator for NTCA Wellness Program

Additional Responsibilities

- Performs all other related duties assigned by the General Manager.



- Solicit, evaluate and award bids for company insurance.
- Coordinate all communications with the Board of Directors which includes preparing the necessary documents, agenda, notices, etc., for all quarterly meetings and contract for all annual meeting locations of the Cooperative.
- Schedule and preparations for Nomination and Election of new Board members, including notifications and compiling the necessary forms and packets as stipulated by the By-Laws and the established policies of the Cooperative.
- Ensure that all employee's records are complete and in compliance with applicable legal standards.
- Prepare telephone industry reports as needed.
- Travel Coordination for Board Members and staff as needed.
- Maintain Board member's files and permanent records.
- Notary Public, along with other miscellaneous tasks assigned by the CEO.

Knowledge, Skills, and Abilities

- Knowledge of telecommunications field and personnel needs for the Cooperative.
- Knowledge of rules, regulations and reporting related to safety, worker's compensation and human resources.
- Skill in communicating both verbally and in writing with employees, government entities, the public and Board of Directors.
- Skill in conducting a fair and impartial investigation of the facts surrounding any claim of maltreatment by customers, employees, contractors or Board members.
- Skill in operating a personal computer's software and office equipment, e.g. fax, postage machine etc.
- Ability to remain calm and professional in order to resolve instances where emotions are feeding a conflict.
- Ability to communicate clearly, both verbally and in writing.
- Ability to keep confidential information held in the strictest confidence.
- Serves as the Cooperative's Ombudsman, allowing employees to discuss their concerns in an unofficial manner.

Education and Experience Required

- Bachelor's degree in Human Resources or five to seven years equivalent experience in HR/Office management.



Acknowledgement

I have reviewed and understand the Position Guide and believe it to be accurate and complete. My acknowledgement below indicates I am fully aware that my adherence to the terms of this Position Guide will be a major element of all future evaluations. I also agree that the General Manager and the Board of Directors retain the right to change this Position Guide at any time.

Employee

Date

HR Manager

Date

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.