



Olgoonik Corporation Job Description

Job Title: **Human Resources Specialist**

Department: Human Resources
Reports To: President
FLSA Status: Non-exempt
Updated: July 2009

Summary - Plans and administers policies relating to all phases of human resources activity by performing the following duties personally or through subordinate supervisors.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.

Recruits, interviews, tests, and selects employees to fill vacant positions.
Plans and conducts new employee orientation to foster positive attitude toward company goals.

Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.

Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.

Advises management in appropriate resolution of employee relations issues. Responds to inquiries regarding policies, procedures, and programs. Represents organization at personnel-related hearings and investigations.

Administers performance review program to ensure effectiveness, compliance, and equity within organization.

Administers salary administration program to ensure compliance and equity within organization. Conducts wage surveys within labor market to determine competitive wage rates.

Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance.

Prepares budget of human resources operations.

Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations. Prepares reports and recommends procedures to reduce absenteeism and turnover.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform

the essential functions.

Education and/or Experience

Must have a high school diploma or equivalent. Must have some type of post secondary business related training.

Must have at least one year of general office or business related work experience.

Must have a good working knowledge of HR laws, regulations, practices, and procedures.

Must be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must be able to write routine reports and correspondence.

Must be able to speak effectively before groups of customers or employees of organization.

Must be able to calculate figures and amounts such as discounts, interest, commissions, and percentages.

Must be able to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Should have knowledge of Database software; Development software; Human Resource systems and Word Processing software.

COMPETENCIES - To perform the job successfully, an individual should demonstrate the following competencies:

Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Responds promptly to customer needs.

Maintains confidentiality.

Responds well to questions.

Writes clearly and informatively; Able to read and interpret written information.

Understands business implications of decisions.

Works within approved budget.

Treats people with respect; Works with integrity and ethically.

Follows policies and procedures.

Approaches others in a tactful manner.

Is consistently at work and on time.

Follows instructions, responds to management direction. Keeps commitments.

Physical Demands - While performing the duties of this Job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Work Environment - The noise level in the work environment is usually quiet.

LOCATION:

Wainwright

PAY: DOE

APPLICATION PROCESS: Please send a completed application to:

Olgoonik Corporation

POBox 29

Wainwright, AK 99782

FAX: 907.763.2926

Email: dnashoalook@ain.olgoonik.com

Applications will be accepted until position is filled.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. NOTE: This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.