



Ahtna Facility Services, Inc.

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Human Resources Manager

Department: Human Resources

FLSA Status: Exempt

Work Schedule: Normally Scheduled to
Work Mon. - Fri. 40 Hour Work Week

Job Status: Full Time

Reports To: CEO

Amount of Travel Required: 10%

Positions Supervised: Senior HR Generalist

POSITION SUMMARY

Provide overall direction to Labor Relations, Safety and Personnel to insure all department programs, policies, and procedures are in compliance with corporate objectives.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Manage and administer all departmental functions, which includes establishing goals/objectives, policies, and procedures and monitoring company performance to assure compliance
- Formulate, review, and approve relevant procedures, directives, programs, etc. in compliance with and in support of corporate objectives, government regulations and union labor agreements
- Implement, administer, and monitor effectiveness of human resource policies and plans. Investigate potential problem areas and implement corrective measures as necessary
- Either directly or through subordinate managers maintain liaison with all subsidiary, division, project, and department management personnel to ensure that continuity and consistency are maintained regarding policies/procedures and practices throughout the corporation
- Support payroll as necessary
- Prepare and file the EEO and Veterans 100 forms and applicant tracking/reporting EEO information in a timely manner
- Ensure all bulletin boards are updated in all of ASFI offices. Coordinate and maintain AAP as required by Federal Government
- Coordinate records for AFSI Health and Safety Programs
- Perform any other duties as assigned by management

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.

SKILLS & ABILITIES

Education: An AA or BA in Human Resources Management or Business/Employee Relations from an accredited educational institution

Experience: A minimum of 5 years experience

Computer Skills

Basic knowledge of Microsoft programs

Approval Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.