



HUMAN RESOURCES DIRECTOR

\$89,107 - \$100,921

Plus Excellent Benefits

Apply by
October 21, 2018
(open until filled)

***P*ROTHMAN**



WHY APPLY?



Located on the outer coast of Alaska's Inside Passage, the City and Borough of Sitka is settled on the west side of Baranof Island in the Alexander Archipelago; part of the Alaska Panhandle. Sitka offers unmatched natural beauty, a rich history, and endless recreational activities from legendary fishing to world class hiking.

This is an excellent opportunity for a talented human resource professional to make a difference in a community that is dedicated to providing outstanding services to its citizens and a welcoming experience to its many visitors. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you!



THE COMMUNITY

Sitka is the fourth largest city in Alaska with a population of approximately 9,000 and is renowned throughout the state as a cultural and educational capital. It is also a popular tourist destination and a port of call for major cruise lines that travel the Inside Passage. Sitka is accessible by air and sea, with several daily flights from Anchorage and Seattle, and ferry service for passengers and vehicles provided by the Alaska Marine Highway System. The area has an oceanic climate with moderate temperatures that rarely go below zero or above 75 degrees.

Sitka boasts a history dating back 10,000 years when the Tlingit natives migrated to the area. Sitka became the Russian-American capital and was

known as the "Paris of the Pacific." Many of the sites and traditions that make up Sitka's cultural heritage are still at the center of daily life in the bustling downtown. Sitka was the site of the ceremony in which the Russian flag was lowered, and the United States flag was raised after Alaska was purchased by the United States in 1867. The flag lowering and raising event is re-enacted in Sitka every October 18th - Alaska Day.

The spirit of community is strong in Sitka and the crime rate is very low. The low-cost, high quality services offered by the City & Borough and the State of Alaska rank among the best in the nation.

Sitka enjoys one of the most diversified economies in the state. Strong sectors exist in commercial fishing and fish processing, cruise ship, tourism, healthcare, education, and government agencies. Sitka's workforce, like much of Alaska's, tops national norms for productivity and education. The overall education level of Sitka's citizens is substantially higher than the typical US community, with nearly 30% of adults having at least a bachelor's degree. There is a large professional class connected with the medical, education, natural resource management, and law enforcement sectors. Sitka is also the site of the Alaska State Trooper Academy.

The nearby 17 million-acre Tongass National Forest provides ample opportunity for hiking, backpacking and camping, and the island boasts world class diving and charter fishing trips. Sitka Sound is well known for its world class sea kayaking, ocean rafting, diving, and snorkeling. Sitka is a fisherman's paradise and offers saltwater sport fishing, as well as fresh water stream and lake fishing.





THE CITY

The City & Borough of Sitka is a unified home rule municipality created in 1971, and encompasses 8,900 square miles, making it the largest incorporated city-borough area in the United States. The Borough shares governmental responsibilities with the Sitka Tribe of Alaska, a federally recognized Indian tribe. Sitka operates under an Assembly-Municipal Administrator form of government in which the elected Mayor and Assembly members establish policy. Those policies are then implemented by the Administrator who is appointed by, and reports to the Assembly. The Assembly is comprised of 7 members with the Mayor being the Chair and meets twice a month with special sessions to discuss timely issues. Sitka provides a full range of municipal services, including Assessing, Centennial Hall, Clerk, Electric, Finance, Fire, Harbor, Information Technology, Legal, Library, Planning, Police, Public Works, Search and Rescue, Solid Waste, Water, and Wastewater. Sitka employs 150 FTE's and has significant capital and enterprise funds, operating on a total budget for 2018 of approximately \$100 million including the General Fund.

THE POSITION

Working under the direction of the Municipal Administrator, the Human Resources Director performs work in planning, organizing and directing a comprehensive human resource management program for the City and Borough of Sitka. The Director is responsible for recruitment, employment and classification, continuing development of personnel policies, employee development, compensation and benefits administration, records management, safety policies and related work as required.

Other responsibilities include:

- Plans, organizes and directs the City human resource management program under the provisions of the Charter of the City and Borough of Sitka, the City and Borough Municipal Code, Memoranda of Agreement, Federal, State and local regulations and the City's Personnel Policies.
- Directs the preparation and administration of the annual budget of the Human Resources Department and provides guidance and initiates strategies for the departmental operations within the parameters of the budget.
- Plans, organizes, directs and gives overall policy guidance and review to the continuing work and special projects of the Human Resource Department. Confers with the Administrator, department heads, supervisors, employee representatives, the Assembly, the general public and civic groups to discuss human resource opportunities, plans, programs or problems.
- Participates in negotiating and directs administration of labor contracts after agreement is reached; Advises City Administrator, Elected Officials, Department Heads and managers and others on labor relations and employee relations matters, including grievance and arbitration procedures and actions; works with managers and labor organizations to resolve problems.
- Provides administrative support to the Administrator, the Municipal Assembly and all City and Borough departments on personnel issues, including federal and state requirements, City personnel policy, staffing and other human resource matters.
- Serves as a resource for City and Borough departments to protect the City from liability issues relating to personnel processes.
- Hears complaints from City and Borough employees regarding personnel issues, researches precedents and legal requirements in individual areas, interacts with all appropriate management personnel and takes actions as necessary.
- Coordinates and organizes City-wide human resources training including supervisor and manager training, harassment and discrimination prevention training, ADA training, and other training as requested by City and Borough departments.
- Meets with department heads to identify training needs, establish priorities, evaluate available courses or materials and coordinate participation in training and development programs.
- Coordinates the Municipal Safety program including risk management assessment.

CHALLENGES & OPPORTUNITIES

1) Union Negotiations: The Human Resources Director will be responsible for negotiating with three of the four unions in 2019.

2) Insurance: The Director will tackle the challenge of implementing a self-insure insurance program for 2019-2020.

3) Online Training: The Human Resources Director has the opportunity to implement a budgeted online training program for the City and Borough of Sitka.

IDEAL CANDIDATE PROFILE

Education and Experience:

- Bachelor's degree from an accredited college in human resource management, public or business administration, industrial relations, or a closely related field is required.
- Three (3) years of increasingly responsible experience in management, human resources support, and personnel functions is required.
- Candidates must possess an Alaska State Driver's License by time of hire.
- SPHR/PHR or SHRM-CP and SHRM-SCP is preferred.

Necessary Knowledge, Skills and Abilities:

- Ability to direct a comprehensive human resource management program, including knowledge of the principles, practices and procedures of public human resource administration.
- Knowledge of the techniques of recruitment and selection of personnel, and the methods to establish and maintain comprehensive classification and compensation plans.
- Knowledge of Workers' Compensation insurance procedures and reporting requirements.
- Ability to organize facts and present recommendations in a clear, concise and logical manner, both verbally and in writing, and prepare clear concise and complete documents, presentations, reports and correspondence.
- Knowledge of modern research methods and data analysis techniques, effective business communication, standard business computer software, and effective management and supervision techniques.

- The successful candidate will take the time to assess and understand existing policies, procedures and organizational needs and collaborate with department staff and department heads to develop and implement best practices and process improvements.
- Knowledge of the occupations found in municipal service, including requirements, employment conditions, practices and trends, and the principles and practices of affirmative action processes.
- Thorough knowledge of FLSA, ADA, FMLA/AFLA, COBRA, HIPAA, OSHA regulations and DOL Occupational Injury requirements.
- Thorough knowledge of the administration of group health, life insurance and other benefit programs.
- Ability to analyze technical and administrative human resource problems and make sound recommendations for their solutions.
- The ability to deal tactfully and effectively with others in emotional, possibly controversial situations, keeping an eye on the impact of decisions on the entire agency.
- Ability to interpret and apply the pertinent provisions of the City Charter, the human resource regulations of the City and Borough of Sitka, the Sitka Municipal Code and other laws and regulations as they relate to the human resource management program of the City and Borough of Sitka.
- Experience establishing and maintaining complex clerical records and files and to prepare written reports from such information.
- The ideal candidate will lead the Human Resources Department with empathy, while still confronting challenges in a timely manner.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.



COMPENSATION & BENEFITS

- **\$89,107 - \$100,921 DOQ**
- Medical, Dental and Vision
- Life and AD&D Insurance
- 13 Days' Vacation
- 12 Days Sick Leave
- 9 Paid Holidays
- 2.5 Floating Holidays
- Alaska PERS Retirement Plan
- Alaska SBS
- FICA



Please visit:
www.cityofsitka.com

The City & Borough of Sitka is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 21, 2018** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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