

JOB DESCRIPTION

Position Title: HUMAN RESOURCES DIRECTOR

Reports To: Chief Executive Officer, Leisnoi

Supervises:

Job Status: Full-Time, Regular

FLSA Status: Exempt

Position Summary:

The Human Resources Director will provide oversight to the Humans Resources Department, be responsible for the development and implementation of employee policies and procedures, benefit administration, and research human resources issues as requested by management. The Director will work closely with management to effectively plan and implement operational goals and objectives as assigned.

The Director is responsible for developing and executing company-wide strategies for all functional areas of HR including but not limited to: benefits, compensation, recruiting, talent management, employee relations, personnel guidance and for ensuring compliance with all federal, state, and local laws and regulatory requirements relating to HR. This position is responsible for supporting all employees within the Leisnoi Family of Companies.

The successful candidate will be a reliable professional who does not hesitate to speak their mind and stand by their decisions, even when it is challenging. The position supports Leisnoi's commitment to operating in a legal and ethical manner while maintaining the highest standards of excellence in business and successfully achieving company objectives.

Essential Functions

- Lead strategist and implementer for all HR programs and policies.
- Oversees, defines, and directs employee relations practices to ensure an engaged, motivated, positive, and productive employee workforce.
- Accountable for establishing strategies and programs for all Leisnoi talent management programs including recruiting, retention, learning and career development, performance optimization, and succession planning to build and optimize resources.
- Defines and manages all benefit programs, including health and welfare programs (medical, dental, vision, wellness, disability, and other employee insurance programs), to ensure employee and family coverage and effective cost management.

- Designs, recommends, and implements all approved compensation programs including base salary and incentive programs to ensure alignment with and attainment of company goals.
- Directs HR compliance programs, including development of standard operating procedures to optimize full compliance with all laws, regulations, and corporate policies.
- Ensures all strategies are fully socialized with field and staff key stakeholders.
- Leads the design and implementation of all Human Capital Management information systems.
- Provides key strategic human resources support to the executive team, operations managers, and field managers.
- Ensure all staff concerns are addressed properly, efficiently, timely, and judiciously and keep track of progress until resolved.
- Promote Shareholder opportunities by recruiting, hiring, and developing qualified Shareholders.
- Performs other related duties assigned.

Job Specifications

- Proven record of strong leadership and management skills.
- Personifies Leisnoi's purpose, path & principles.
- Knowledge of and experience working with Alaska Native Corporations.
- Excellent verbal and written communication skills.
- Provide excellent customer service and maintain a professional demeanor.
- Strong organizational and time management skills.
- Excellent interpersonal skills.
- Demonstrated ability to work independently, with minimal supervision.

Qualifications/Skills/Abilities

- Bachelor's or Master's degree from accredited college, preferably in Human Resources, Business, Law or related field or the equivalent in actual experience in a management role in a significant business entity.
- Four years professional, management level work experience in related field
- PHR or SPHR Certification
- 3+ years' supervisory experience
- Knowledge of Small Business Administration 8(a) program (preferred).
- Expert-level knowledge of all core HR functional areas.
- Demonstrable experiencing using Costpoint Human Resource modules.
- Proven record of accomplishment in HR leadership, including in project management and process re-engineering.

- Projecting, managing, and operating within a cost-effective budget.
- Developing relationships, building presence and an ability to influence and garner respect with the HR team and executive management.
- Knowledge of wage and salary administration programs, labor relations, employee relations, benefits administration, training and development programs, and current employment laws.
- Ability to deal with people in a professional and courteous manner.
- Ability to exercise independent judgment and appropriately handle confidential information.
- Ability to plan, conceptualize, organize, motivate and direct others in the achievement of the Company's goals and objectives.
- Proficiency in Microsoft Office suite
- Excellent organizational skills and the ability to work independently as well as a team member with minimal supervision.
- Communications skills, both oral and written; ability to understand complex issues and communicate their essence.
- Travel is required.
- Ability to work in excess of a 40-hour week, if necessary.
- Must be able to perform physical work in the field, including extensive walking, climbing, lifting and reaching.

Employee's Signature

Date

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.