

Ahtna Netiye'

JOB ANNOUNCEMENT

Requisition # AN-12-01-08 – Posting Expires 2/22/2012

Job Title: VP Human Resources

Location: Anchorage, AK

Reports to: CEO

FLSA Status: Exempt

To Apply: submit application or resume to ahtnajobs@ahtna.net or fax application to 907-868-8268. Applications can be downloaded at www.ahtnajobs.com. Resumes will be accepted, but **MUST** be accompanied with a signed application.

Summary:

The Vice President (VP) Human Resources is responsible for directing the overall organization, coordination, and evaluation of the Human Resources functions. The VP of Human Resources will partner with the company's senior leaders to work towards the strategic and operational goals of the company and their departments. The VP of Human Resources will be responsible for proposing, developing, implementing and coordinating company programs, policies and procedures covering all areas of Human Resources: employee relations, organizational and work design, coaching of senior leaders, performance management, compensation, benefits, employee selection and leadership development. The VP of Human Resources will have leadership responsibility for assuring all critical Human Resources functions are delivered timely and effectively for the organization while working with a team of HR professionals in developing and leading company-wide initiatives. The VP of Human Resources understands and applies shareholder preference in hiring, training and promotion.

Essential Duties & Responsibilities:

- Plan, develop, organize, implement, direct and evaluate the organization's human resource function and performance.
- Participate in the development of the corporation's plans and programs as a strategic partner but particularly from the perspective of the impact on human resources.
- Translate the strategic and tactical business plans into HR strategic and operational plans.
- Evaluate and advise on the impact of long range planning of new programs/strategies and regulatory action as those items impact the attraction, motivation, development and retention of employees of the corporation.
- Develop staffing strategies and implementation plans and programs to identify talent within and outside the corporation for positions of responsibility. Identify appropriate and effective external sources for candidates for all levels within the company.
- Develop progressive and proactive compensation and benefits programs to provide motivation, incentives and rewards for effective performance and to provide programs which utilize an employee and company partnership for the short and long-range health and welfare protection of the employees.
- Evaluate effectiveness of training programs and facilitate training programs.
- Develop human resource planning models to identify competency, knowledge and talent gaps and develop specific programs for the filling of the gaps. Areas of activity will include talent management through proper succession planning programs for key contributor and management positions, training and development programs for preparing employees for more significant responsibilities and general business

development programs to enhance employee knowledge and understanding of the business of the company.

- Continually assess the competitiveness of all programs and practices against the relevant comparable companies, industries and markets.
- Establish credibility throughout the organization with management and the employees in order to be an effective listener and problem solver of human resources issues.
- Develop appropriate policies and programs for effective management of the human resources of the corporation. Included in this area but not limited only to the following would be programs for employee relations, affirmative action, sexual harassment, employee complaints, external education and career development.
- Enhance and/or develop, implement and enforce human resources policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation.
- Provide technical advice and knowledge to others within the human resources discipline.
- Identify and insure compliance on all legal requirement and government reporting regulations affecting Human Resources functions (e.g. OSHA, EEO, and Wage & Hour, etc.).
- Direct the preparation of information requested or required for company compliance.
- Manage the budget and other financial measures of the Human Resources Department.
- Continue improving the programs, policies, practices and processes associated with meeting the strategic and operational people issues of the organization.
- Evaluation of the human resource division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) for individuals.
- Develop and maintain shareholder development outreach program including talent bank form and database.

Minimum Qualifications:

- A minimum of 10 years of progressively responsible supervisory and leadership experience in business and/or corporate environment that demonstrates ability to meet core competency requirements listed in the next section. Experience must include:
 - Ten (10) years of HR Management
 - Seven (7) years' experience preferred in human resources management, including developing employee handbooks, policy and procedures manuals, standard operating policies, safety plans, EEO, Affirmative Action, VETS reports and handling grievances;
 - Five (5) + years of the required supervisory experience; and
- Bachelor's Degree in Business Administration or related field
 - Experience as management member of an organization may be substituted for the degree requirement on a 1:1 basis. If experience is substituted for total degree replacement, a High School Diploma, or equivalent, is required
- Valid Driver's License

Additional Requirements:

- Experience and knowledge of Alaska Native cultures and ANCSA and related legislation.
- Prefer experience in Government contracting processes.
- Knowledge of business and management principals involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Contribute innovation to the creation of policies and procedures that facilitate best practice management applications.
- Ability to work and communicate effectively with employees and management team.

- Knowledge of principals and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process.
- Must have experience with human resources functions associated with an organization with multiple office sites. Experience with multi-state and overseas operations preferred.

Core Competencies:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies listed below are representative of the knowledge, skill, and/or ability required. These are in addition to the Core Competencies listed in the Employee Handbook that all employees are expected to demonstrate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Adaptability** - Adapts to changes in the work environment; manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events
- **Ahtna Core Values** - Understands and recognizes Ahtna's cultural and traditional principles; leads by example through the demonstration of respect, integrity, professionalism, dedication, perseverance and courtesy; willingly shares information as appropriate; maintains and promotes a high standard of both personal and professional ethics; values and promotes education and development
- **Analytical** - The individual understands complex or diverse information to assist in determining legal process requirements and developing best practices in workflow
- **Change Management** - Develops workable implementation plans, communicates changes effectively, builds commitment, manages resistance, prepares and supports those affected by change, monitors transition and evaluates results
- **Dependability** - Assumes accountability and follows through with assigned tasks
- **Ethics** - Understands and respects the high level of confidentiality associated with sensitive employee data
- **Judgment** – The individual displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process and makes timely decisions. Works well under pressure
- **Problem Solving** –Ability to understand and apply laws, regulations, and policies, complex rules and procedures; compile numeric data; perform difficult and specialized clerical work requiring a high degree of accuracy, can produce and perform under set methodologies
- **Quality Management** – The individual looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality and demonstrates accuracy and thoroughness
- **Service Contract Act** – Ability to interpret and implement the benefit provisions of the Service Contract Act
- **Shareholder Relations** - Demonstrated ability to relate to Ahtna Shareholder needs and concerns. The individual must be able to understand and adapt to the requirements of public relations activities in rural Alaska
- **Software & Reporting** - The individual has an intermediate to advanced level of expertise with MS Word and Excel and has a working knowledge of the other software tools within the Microsoft Office Suite. Has a strong understanding of the basic principles of research, record keeping and report preparation
- **Strategic Thinking** - Understands organization's strengths and weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions; demonstrates ability to maintain strategic focus while working on the detail

- **Teamwork** - Able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed

Corporate Core Competencies:

- **Adaptability** - Adapts to changes in the work environment; manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events
- **Attendance/Punctuality** - Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
- **Customer and Personal Service** -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Understands that co-workers are internal customers and delivers excellent service
- **Dependability** - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan
- **Ethics** - Treats people with respect; keeps commitments, inspires the trust of others, works with integrity and ethically, upholds organizational values
- **Initiative** - Volunteers readily, undertakes self-development activities, seeks increased responsibilities, takes independent actions and calculated risks, looks for and takes advantage of opportunities, asks for and offers help when needed
- **Innovation** - Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, develops innovative approaches and ideas, presents ideas and information in a manner that gets others' attention
- **Judgment** – The individual displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process and makes timely decisions. Works well under pressure
- **Oral and Written Communication** – The individual speaks clearly and persuasively in positive and negative situations, listens and gets clarification, responds well to questions, and participates in meetings. Writes clearly and informatively, varies writing style to meet needs, presents numerical data effectively and is able to read and interpret written information. Gives full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action policies and respects diversity
- **Planning/Organizing** – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans, plans for additional resources, sets goals and objectives, organizes or schedules other people and their tasks, develops realistic action plans, has ability to manage multiple priorities and projects simultaneously, has ability to work long hours and weekends to meet a deadline, can work on short-term assignments with tight deadlines while managing multiple tasks and projects
- **Problem Solving** – The individual identifies and resolves problems in a timely manner and gathers, analyzes and interprets both financial and general business information skillfully. The individual understands the implications of new information for both current and future problem-solving and decision-making. Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments

- **Quality Management** – The individual looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality and demonstrates accuracy and thoroughness
- **Safety and Security** – The individual actively promotes and personally observes safety and security procedures, determines appropriate action beyond guidelines, reports potentially unsafe conditions or behaviors and uses equipment and materials properly
- **Teamwork** - Focuses on solving conflict, maintains confidentiality, keeps emotions under control, tries new things, balances team and individual responsibilities, exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, and puts success of team above own interests

Pursuant to PL 93-638, as amended, preference will be given to qualified Ahtna Native Corporation Shareholders, Descendants and Spouses, Alaska Natives and American Indians in all phases of employment. Ahtna and its subsidiaries are EEO/AA employers