



---

10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

---

## Human Resources Director

**Team:** Administration  
**Reports to:** Executive Director  
**Salary Status:** Exempt

**Salary Range:** DOE  
**Schedule:** Fulltime, Regular  
**Last Revised:** December 2022

The Human Resource Director will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and assisting managers with employee compliance with organizational policies and practices.

### *Supervisory Responsibilities:*

- Recruits, interviews, hires and trains new staff in the department.
- Oversees the daily workflow of the department.
- Supervises the Human Resources Assistant.

### *Duties/Responsibilities:*

- Oversees recruitment of employees and ensures adherence to established policies and procedures.
- Oversees orientation of new employees and ensures adherence to established policies and procedures.
- Sends out updates to personnel policies and other HR information to employees.
- Manages individual employee benefits, reconciles, and prepares reports.
- Serves as Plan Administrator for retirement account, completes annual 5500 reporting and Non-discrimination testing.
- Responsible for annual 1095-c reporting and filing.
- Keeps current on Federal Labor Standard Act, Family Medical Leave Act and other regulations.
- Prepares payroll change information for payroll clerk, reviews and approves payroll for processing.
- Maintains electronic and physical employee files.
- Responsible for all benefit and compensation management.
- Maintains the staff directory.
- Works with the Executive Director and/or Deputy Director to strategically plan for future human resource needs- compensation, staffing levels, education, space, etc.
- Works with Executive Director and/or Deputy Director and Finance Director to develop an outcome-based performance management system tied to the tribe's strategic priorities and budgets.
- Develops and recommends policy and procedures to the Executive Director.
- Responsible for preparing renewals for all general and health insurance.
- Reconciles workers comp premiums and compiles Workers Comp Audit annually.
- Maintain high levels of confidentiality in accordance with HIPAA and HITECH, including all applicable regulations.
- Assists with emergency management, planning, and deliverables.
- Performs other related duties as assigned.



---

10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

***Required Skills/Abilities:***

- General knowledge of wage and hour laws and principles and practices of personnel administration; ability to establish and maintain effective relationships with other management staff, employees, and the public; excellent business writing skills; proficient in excel; good general accounting knowledge.

***Education and Experience:***

- Bachelor's Degree in Human Resources or related field preferred
- Successful applicant should have a human resources administrator background that includes a minimum three years of experience in an administrative accounting role.
- College-level course work in human resources and/or accounting fields or any combination of education, training and experience that demonstrates the ability to perform the duties of the position.
- Three years human resource experience preferred

***Physical Requirements:***

- Must be able to lift 25 lbs. at times.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to access and navigate each department at the organization's facilities.
- Limited chance of exposure to blood-borne and infectious pathogens.

***Disclaimer***

NVE has the right to assign or reassign duties and responsibilities to this job at any time.

---

Employee Signature

Date