



Job Description

JOB TITLE:	Human Resources Manager
GRADE:	19
DIVISION:	Administration
REPORTS TO:	General Manager
FLSA STATUS:	Exempt (Salary)
UNION STATUS:	Non-Union
DATE APPROVED:	Pending approval
STATUS:	Permanent, full-time
SCHEDULE:	Monday through Friday, 8:00 AM to 5:00 PM (40 hours/week). May include working outside of normal hours.

2021 Pay Range: 132,410-202,255 Annually (\$63.66 – \$97.24) DOE

POSITION SUMMARY

To direct all aspects of Barrow Utilities and Electric Cooperative, Inc.’s (BUECI) recruitment policies and procedures, administer the wage, salary, and benefit plans, assist other department managers in labor relations, ensure regulatory compliance, maintain personnel files, formulate and administer human resource policies and procedures, and act as BUECI’s privacy officer/contact person and human resources records custodian. Provide employee support as well as counsel and guidelines to all departments on human resource issues. This position has the unique autonomous function to serve in the best interest of the employer and the employee, while following established HR professional ethics as well as the established policies and procedures of the cooperative.

ESSENTIAL FUNCTIONS (include but are not limited to the following)

Leadership & Administration

- Responsible for operational management of the Cooperative’s HR activities to include employee advocacy, management support, labor relations, benefit administration, compliance reporting, and workforce recruiting.
- Establish goals and work plans. Prepare budget submittal.
- Prepare and submit annual regulatory reports to governmental agencies.
- Overall responsibility for development, maintenance, and modification of BUECI’s Affirmative Action Plan. Serve as EEO administrator and act as company liaison with governmental agencies.
- Submit monthly progress report to General Manager.
- Actively participate in courses, conferences, webinars, and relevant meetings to improve industry awareness, skills, and ability.

Organizational Support & Leadership

- Continuously monitor personnel actions and proactively manage areas that may affect departments to include strategic planning, succession planning, and environmental scanning and forecasting.
- Work with GM, Division Superintendents, and CFO to ensure HR meets cooperative and division goals and objectives.
- Serve as ethical resource to management. Position has organizational autonomy to serve in the best interest of Employer and Employee following established HR professional ethics.
- Serve as counseling and coaching source to management and employees. Recommend conflict resolution avenues. Mediate to reconcile differences as needed.
- Serve as confidential “sounding board” for senior management, supervisory staff, and employees.
- Train and guide supervisors through progressive disciplinary processes. Deliver disciplinary actions.
- Maintain effective communication with employees, supervisors, managers, and board members.
- Assure consistent application of policies and procedures and disciplinary actions throughout the cooperative.
- Draft language for policies and procedures that follow federal, state, and local laws.
- Review employee performance appraisal review language for appropriateness. Provide guidance to supervisor and managers on performance documentation.

Labor Relations

- Maintain positive relations and open communications with the represented workforce and union business agents. Take action to resolve personnel issues. Work with management to implement ideas and resolution.
- Participate as team negotiator for the Cooperative with IBEW on two labor union groups: Base II/III, Gas Operators, and Garage Mechanics, and the Line Division.
- Interpret contract language on two separate labor agreements for supervisory staff. Recommend language for letters of agreement if language clarification is required.
- Coordinate labor-management meetings to resolve contract language miscommunications, work practice issues, or pay issues.
- Work with CFO to implement annual contract wage revisions for two labor agreements incorporating annual CPIU data with health and welfare and pension contribution revisions.
- Educate payroll staff on contract changes once agreements are ratified. Assist supervisors and accounting staff (specifically payroll) with language interpretations.

Workforce Recruiting & Retention

- Recruit and complete hiring process for all cooperative departments.
- Serve as part of interview committee.
- Oversee the corporate-wide function of recruiting to ensure employment practices are fair, equitable, and non-discriminatory.
- Maintain knowledge of various national and state regulations and/or programs affecting employment practices.
- Manage applicant tracking system and onboarding systems.
- Conduct exit interviews with departing employees to determine satisfaction level with employment experience and termination of benefits.

Benefit Administration

- Responsible for management and administration of day-to-day operation of Cooperative's benefit plans including non-bargaining retirement, medical insurance, 401(k) plan, group life insurance plans, and wage continuation. Ensure that benefit programs are administered in accordance with plan documents.
- Administer BUECI's pension plan in conjunction with General Manager and Chief Financial Officer as co-fiduciaries.
- Coordinate pension audits with pension consultants and contracted auditors.
- Provide pension calculations for Defined Benefit Plan participants. Review annual benefit statements from actuarial service for accuracy prior to dissemination.
- Provide support for Defined Benefit and 401(k) Plan Advisors including compiling and disseminating information requests, scheduling meetings, and preparation of meeting minutes.
- Review Family & Medical Leave Act (FMLA) requests to determine if employee meets eligibility requirements and type of leave meets FMLA guidelines.
- Review and approve medical certification documentation for wage continuation plan and FMLA compliance.
- Compile employment and compensation data for long term disability claims. Coordinate long term disability claim payouts with Workers' Compensation carrier as needed.
- Ensure pay practices are consistent with BUECI policy and are competitive and equitable.
- Coordinate annual non-union compensation plan update and salary schedule.
- Coordinate five-year Comprehensive Compensation & Benefit Review with outside vendor.

Investigations

- Conduct investigations, submit findings, and recommended course of action to management or legal counsel. Investigations range from allegations of resource misuse to sexual harassment.
- Conduct internal disciplinary investigations in conjunction with supervisory staff.
- Respond to allegations of discrimination from Human Rights Commission (e.g., wrongful termination).
- Respond to State Department of Labor unemployment inquiries. Participate in telephonic hearings on appeals.
- Other duties as assigned.

QUALIFICATIONS

- **Education & Certifications:** A bachelor's degree in Human Resources, Business Administration, or related field required. A Master's degree in Business Administration or Management is preferred. Professional in Human Resources (PHR/SPHR) Certification highly preferred.
- **Experience:** Minimum of seven (7) years of human resource management experience in a business environment. Labor relations experience preferred. Minimum of (7) seven years supervisory experience is preferred. Demonstrated experience with general accounting practices and payroll.

SKILLS

- Demonstrated knowledge of wage and hour laws, union contract provisions, job analysis processes, performance appraisal processes, and compensation management.
- Strong oral and written communication skills are essential.
- Ability to communicate to all levels of the organization, Board of Directors, and members.
- Ability to convince individuals with conflicting objectives to meet acceptable resolution.
- Ability to deliver potentially un-popular messages or recommendations to senior management and supervisors in tactful, non-biased manner.
- Ability to diffuse potentially hostile encounters and exercise good judgement, discretion, and courtesy at all times.
- Demonstrated project management skills.
- Demonstrated labor negotiation skills.
- Must demonstrate sound judgment and make factual non-biased recommendations.
- Must be capable of working independently to research information, compile, and present material in oral or written format.
- Must possess strong organizational skills and maintain excellent attention to detail.
- Must possess the ability to maintain confidential information.
- Must present a cooperative, helpful attitude toward fellow employees and the general public at all times. Effective interpersonal skills are essential.
- Personal computing skills in word processing, spreadsheets, database, electronic mail, and Internet use. Able to type at least 40 WPM.
- Able to obtain a valid Alaska driver's license and have a satisfactory driving record.

BARROW UTILITIES AND ELECTRIC COOPERATIVE INC. RESERVES THE RIGHT TO REVISE OR CHANGE THE JOB RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.