



# Barrow Utilities and Electric Cooperative, Inc.

PO Box 449  
Barrow, Alaska 99723  
Phone 907-852-6166

## Job Description

<b>Job Title:</b>	Human Resources Project Specialist	<b>Supervises:</b>	Non-supervisory
<b>Division:</b>	Human Resources	<b>DOT Safety Sensitive:</b>	No
<b>Reports to:</b>	Human Resources Manager	<b>FLSA Status:</b>	Non-Exempt, Hourly
<b>Union status:</b>	Non-Union	<b>Date:</b>	April 28, 2026
<b>Status:</b>	Full-Time, Permanent	<b>Work Schedule</b>	Monday – Friday 8am – 5pm
<b>Pay Grade</b>	6	<b>Salary</b>	\$40.36/hour DOE

### Summary:

The Human Resources (HR) Project Specialist provides technical, administrative, and project support for the HR department.

### Essential Duties and Responsibilities:

The duties include but are not limited to the following:

#### Administration and Department Support

- Assist the HR Manager with assigned HR projects, process improvements, and departmental initiatives.
- Provide day-to-day administrative support to the HR Department.
- Assist the HR Manager with recruitment, onboarding, benefits processing, and special projects.
- Support the day-to-day administration of HR programs and help ensure HR processes are organized, timely, accurate, and employee focused.
- Prepare correspondence, forms, reports, spreadsheets, notices, and other HR-related materials.
- Maintain organized HR files, logs, records, and tracking systems in accordance with records retention and confidentiality requirements.
- Assist employees, applicants, supervisors, and other departments with routine HR matters.
- Assist with monthly, quarterly, and annual HR reporting and follow-up activities.
- Develop and document HR procedures to improve consistency, organization, and workflow efficiency.

#### Recruitment, Onboarding, and Community Engagement

- Perform recruitment duties, including responding to routine inquiries regarding employment opportunities, scheduling interviews, preparing hiring materials, completing reference checks, and processing pre-employment documentation.
- Perform employee relations duties related to onboarding, including preparing new hire packets, coordinating orientation materials, and ensuring required documents are completed and properly filed.
- Perform community engagement duties and coordinate student hire program activities.
- Assist the HR Manager with job evaluations, job descriptions, market surveys, and performance management, as needed.
- Update and maintain the job list and job descriptions.
- Maintain personnel requisition files and related employment documentation.

- Assist with processing personnel action forms and other hiring, status change, and separation documents, and enter personnel data into applicable electronic and manual filing systems.

#### Benefits and Leave Administration

- Maintain employee benefit files and related records to ensure accuracy, completeness, and confidentiality.
- Assist with processing benefit enrollments, qualifying life event changes, terminations of coverage, and related documentation in a timely and accurate manner within applicable benefits systems, including the NRECA benefits platform.
- Assist with annual open enrollment activities, including employee communications, distribution of materials, tracking required forms, and follow-up on incomplete submissions.
- Assist with Family and Medical Leave Act (FMLA) administration, including preparing paperwork, tracking required documentation, and maintaining related files.
- Assist in maintaining compliance with benefit plan requirements, documentation standards, and related administrative processes.
- Assist the HR Manager with employee benefit questions, issue follow-up, and related administrative matters.
- Serve as a department resource on routine employee benefits matters and refer complex issues to the HR Manager, as appropriate.

#### Compliance and Confidentiality

- Coordinate and administer drug and alcohol testing in accordance with Cooperative policy and applicable federal testing procedures.
- Calibrate and verify evidential breath alcohol-testing devices, as required, and maintain device quality control standards.
- Maintain confidentiality of personnel, medical, and other sensitive information.
- Perform other duties as assigned.

#### **Knowledge, Skills and Abilities:**

- Knowledge of Cooperative operations, policies, procedures, and the I.B.E.W. Local Union No. 1547 agreement.
- Knowledge of human resources administrative practices, records management, recruitment support, benefits processing, and leave documentation.
- Skill in oral and written communication.
- Skill in operating a personal computer and using common office software and technology.
- Skill in using word processing, spreadsheets, email, database systems, and other office technology.
- Skill in establishing and maintaining working relations with coworkers, other Cooperative employees and representatives, and the members.
- Skill in establishing and maintaining effective working relationships across all levels of the organization.
- Skill in coordinating projects, maintaining accurate records, and following processes through completion.
- Skill in organization and attention to detail.
- Ability to adapt to changing priorities and work in a fast paced environment.
- Ability to maintain the confidentiality of human resources records, files, reports, and employee information.
- Ability to exercise sound judgment and discretion when handling sensitive or confidential matters.
- Ability to manage multiple tasks, deadlines, priorities, and follow-up items effectively.
- Ability to work independently while supporting team goals and established department procedures.

**Education, Experience, Certifications, and License Required:**

- High school diploma or GED,
- Four years of administrative and project support, with at least two years of human resources experience
- Four years of experience with PC's utilizing common software applications.
- Valid Alaska driver's license with a satisfactory driving record.
- Ability to obtain breath alcohol technician certificate within the probationary period.
- Ability to obtain drug and alcohol Collection Personnel training certificate within the probationary period.
- Must pass pre-employment drug screen and will be subject to random drug testing per DOT requirements.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods sitting, bending, and kneeling.
- Prolonged periods of sitting at a desk working at a computer.
- Ability to lift up to 40lbs regularly.

**Work Environment:**

Work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment varies from low to moderate.

This job description does not constitute a written or implied contract of employment. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. BUECI reserves the right to revise or change duties, responsibilities, and activities and may change at any time with or without notice.

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