



ALU LIKE, Inc.

JOB VACANCY ANNOUNCEMENT 17-001 (INTERNAL/EXTERNAL)

POSITION TITLE: HUMAN RESOURCES OFFICER
REPORTS TO: PRESIDENT/CEO
DEPARTMENT/PROGRAM: PERSONNEL/PAYROLL/SAFETY

Job Summary.

Oversees all Personnel/Payroll/Safety functions, activities, and programs, including but not limited to the following: employment; Employee Benefits Program, Employee Compensation Program; Employee Orientation Program; Safety, Health, and Security Programs; training and development; employee relations; Equal Employment Opportunity/Affirmative Action Programs; and employee services.

Duties and Responsibilities.

EMPLOYMENT FUNCTIONS, ACTIVITIES, PROGRAMS (50%):

1. Ensures compliance with state and federal employment laws, policies, standards, practices, and procedures with applicable regulations of funding agencies.
2. Ensures the development of appropriate programs, policies, procedures, and controls regarding employment.
3. Oversees the development, preparation, and distribution of policies and procedures manuals and handbooks.
4. Interprets personnel, payroll, and safety policies and procedures for ALU LIKE, Inc. (ALI) staff.
5. Writes, reviews, and provides guidance on job descriptions.
6. Coordinates employment activities, ensuring that properly qualified candidates are recruited and hired.
7. Ensures compliance and proper maintenance and retention of personnel, payroll, and safety records and files in accordance with federal and state regulations and laws.
8. Provides technical assistance in personnel, payroll, and safety matters to ALI's Board of Directors, supervisors, and ALI staff. Counsels employees as necessary.
9. Serves as ALI's Point of Contact in matters relating to Equal Employment Opportunity and Affirmative Action Programs. Develops, implements, and monitors applicable plans as necessary.
10. Develops and implements Employee Orientation, training, and development programs.
11. Provides management with solutions to employment problems and issues.

EMPLOYEE BENEFITS FUNCTIONS, ACTIVITIES, PROGRAMS (20%):

1. Oversees entire ALI Employee Benefits Program: Pre-paid medical, dental, vision, prescription, and group life insurance; CardiacCare, CancerCare; Accident Plus, Critical Care, Health Care Plus, LifePlan, and Accident Death and Dismemberment; vacation; holidays; sick leave; military and extended military leave; jury and witness duty; maternity leave; voting; pre-tax parking; workers' compensation (WC); temporary disability insurance (TDI), unemployment insurance (U/I), Retirement Savings Plan (401k); family and medical leave (FML); education assistance; and leave of absence without pay.
2. Ensures compliance with state and federal regulations and laws relating to mandated benefits: WC, TDI, U/I, pre-paid medical, military and extended military leave, jury and witness duty, 401k, social security, and FML.
3. Recommends changes and/or new benefit plans where necessary or desirable to ALI's Leadership Group.
4. Provides management with solutions to Employee Benefits Program problems and issues.

EMPLOYEE COMPENSATION PROGRAM (20%):

1. Ensure compliance with state and federal regulations and laws relating to wage and hour issues.
2. Conducts wage and salary survey to ensure equity pay for ALI's employees by reviewing comparability studies and surveys and recommending adjustments of job classifications.
3. Prepares and maintains ALI's Employment Classification and Salary and Wage Programs.
4. Recommends changes where necessary or desirable.
5. Provides management with solutions to Employee Compensation Program problems and issues.

POSITION TITLE: HUMAN RESOURCES OFFICER

Duties and Responsibilities. (Continued)

SAFETY, HEALTH AND SECURITY (5%):

1. Ensures compliance with state (HIOSH) and federal (OSHA) regulations and laws relating to safety and health issues.
2. Provides management with solutions to safety, health, and security problems and issues. Ensures a safe and healthy working environment at ALI.
3. Oversees the development, management, implementation, monitoring, and coordination of ALI's Safety, Health, and Security Programs.
4. Coordinates facilities maintenance.
5. Coordinates employee/visitor parking and building access FOB cards.

OTHER REQUIREMENTS (5%):

1. Recruits, trains, develops, and supervises Personnel/Payroll/Safety Department staff.
2. Ensures mandated state and federal reports are submitted on time to appropriate agencies.
3. Ensure proper maintenance of all Personnel/Payroll/Safety files, documents, and records.
4. Valid driver's license, no-fault insurance, and daily access to an automobile.
5. Actively participates in ALU LIKE Hui O Na Alaka'i (Leadership Team) including committees and task forces.

Interaction.

The Human Resources Officer has daily and extensive contacts with ALI staff; external organizations and agencies as required.

Required Job Requirements.

Education and Experience

1. Master's Degree **and** Two (2) years of professional level experience in the field of Human Resources, Personnel Administration, or other closely related field.

Substitution

1. Bachelor's Degree **and** Four (4) years of professional level experience in the field of Human Resources, Personnel Administration, of which at least two (2) years must have been in a supervisory capacity.
2. Associate's Degree **and** Six (6) years of professional level experience in the field of Human Resources, Personnel Administration, of which at least two (4) years must have been in a supervisory capacity.
3. High School diploma **and** Eight (8) years of professional level experience in the field of Human Resources, Personnel Administration, of which at least six (6) years must have been in a supervisory capacity.

Skills, Knowledge, & Abilities

1. Skills. Must have or be:
 - a. Excellent writing and verbal skills to communicate effectively with ALI staff and Board of Directors.
 - b. Excellent time management skills.
 - c. Excellent planning, organizing, and coordination skills.
 - d. Excellent interpersonal and customer relations skills.
 - e. Excellent listening skills.
 - f. Excellent personal computer skills. Proficient in word processing, spreadsheet, and other computer application.
 - g. Team play, independent thinking, self-starter, proactive, and high energy.
 - h. Excellent supervisory and management skills.
2. Knowledge of:
 - a. Personnel/Human Resources, benefits, compensation, safety administration.
 - b. State and federal employment laws, regulations, rules, practices, procedures, and standards. Must be able to provide interpretation of state and federal laws, regulations, rules, practices, procedures, and standards based on knowledge.
 - c. State and federal personnel/payroll/safety record keeping procedures.

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Required Job Requirements. (Continued)

Skills, Knowledge, & Abilities

Abilities to:

- a. Analyze problems, provide effective solutions, and solve problems.
- b. Communicate and work effectively with people.
- c. Write clear and effective policies, procedures, memorandums, letters, and reports.
- d. Make effective presentation before small and large audiences.
- e. Handle multiple tasks concurrently and effectively.

Other Requirements

Documented valid up-to-date Hawai'i driver's license, current no-fault insurance, and clean driving abstract and daily access to an automobile.

Working Environment.

The Human Resources Personnel Officer is expected to spend a majority of his/her working hours overseeing the duties and responsibilities outlined in this job description. Job is basically sedentary in nature. As required, the Human Resources Personnel Officer must be able to travel to other ALI work sites. Ability to work under pressure. Limited physical effort required; however, the Personnel Officer may be required to lift, carry, pull, or push boxes and items up to 30 pounds.

Desired Requirements.

1. Knowledge, understanding, and experience with Native Hawaiian culture and values.
 2. Previous working experience in state or federally funded programs.
 3. Previous working experience in other non-profit organizations.
 4. Knowledge of ALI's programs and projects.
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SALARY:

Salary Level 15. Regular full-time with benefits

WORKPLACE:

ALU LIKE, Inc.
HR/Payroll Department
2969 Mapunapuna Place, #200
Honolulu, HI 96819

TO APPLY:

For consideration, qualified applicants **must**, mail, fax, email
Cover letter and resume to:
ALU LIKE, Inc.
Attn: HR Office
2969 Mapunapuna Place, #200
Honolulu, HI 96819
Fax: (808) 524-3670
Email: personnel@alulike.org

SUBMISSION DEADLINE:

Position open til filled.