



STATE OF ALASKA  
invites applications for the position of:

## HR Business Partner (PCN 05- 1201 Human Resource Consultant I)

**Job Code:** 10.2019v3

**Job Title:** HR Business Partner (PCN 05-1201  
Human Resource Consultant I)

**Open Date:** 02/18/2020

**Closing Date:** 02/28/2020 05:00 PM

**Position Open To:** All Applicants

**Job Type:** Full time

**Range:** 16

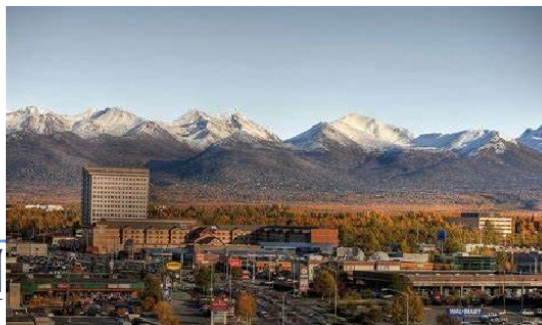
**Salary:** \$4,619.00 /Month

**Department:** Education & Early  
Development

**Location:** Anchorage

**Bargaining Unit:** Confidential Unit

### **JOB DESCRIPTION:**



#### **What you will be doing:**

Working with the HR Manager, the HR Business Partner will be forming relationships with department management and helping with evaluating workflow and organization design; guiding them in designing effective and interesting positions; and helping improve service efficiency. You will coach and mentor managers in performance management and assist them in developing performance goals and standards, evaluating performance, and handling disciplinary matters. Your research and interpersonal skills will be used during investigations into performance issues, alleged misconduct, complaints, and grievances and your decisions guide effective actions and solutions.

#### **Our organization, mission and culture:**

The Department of Education and Early Development's Division of Administrative Services provides direct support for dedicated staff working to ensure Alaska's students succeed in their education, shape worthwhile and satisfying lives, and exemplify the best values of society.

#### **The working conditions you can expect:**

This position is in the Atwood Building in downtown Anchorage, with a private office looking across town to the Chugach Mountains. The hours can be flexible and occasional telework is possible. The work will require infrequent, irregular, short-duration travel to Juneau and/or Sitka.

#### **The benefits of joining our team:**

The Department's HR is a small, three-person team committed to providing exceptional customer service. We embrace the values of integrity, accountability, and continuous improvement and take pride in doing our part to support the State's education programs. In your role you will have direct influence on managers' ability to effectively and efficiently attain department goals and objectives. As part of the team you will be included in handling the full range of HR issues, with opportunity to hone your skills and build your knowledge and competencies in new areas.

#### **Who we are looking for:**

In addition to the competencies in the Minimum Qualifications below, we are looking for a candidate with the following competencies:

- **Accountability:** Accepts responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient, and cost-effective manner.
- **Written Communication:** Writes in a clear, concise, organized, and convincing manner for the intended audience.
- **Stress Tolerance:** Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).
- **Teamwork:** Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.
- **Decision Making:** Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

If this sounds like your skill set, or one you would like to develop, please apply through Workplace Alaska.

### **MINIMUM QUALIFICATIONS:**

Any combination of education and/or experience that provides the applicant with competencies in

- **Critical Thinking:** Analyzes and evaluates data to draw logical and well-reasoned conclusions.
- **Oral Communication:** Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- **Interpersonal Skills:** Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

equivalent to those typically gained by:

successful completion of a post-secondary education program or experience supporting professionals performing work in one or more human resource areas (such as classification and compensation, recruitment and selection, payroll, employee and labor-management relations, employer provided benefit programs, employment law compliance, and employee training) or supporting management in running an organization/enterprise.

### **ADDITIONAL REQUIRED INFORMATION:**

#### **RESIDENCY PREFERENCE**

Applicants who are Alaska Residents shall be given preference in accordance with State policy.

#### **EEO STATEMENT**

The State of Alaska complies with Title I of the Americans with Disabilities Act (ADA) and is an equal opportunity employer.

### **CONTACT INFORMATION:**

Tuo Padrone  
HR Consultant IV  
Phone: (907) 465-0000  
Email: [tpadrone@ak.gov](mailto:tpadrone@ak.gov)

---

**HR Business Partner (PCN 05-1201 Human Resource Consultant I) Supplemental Questionnaire**

1. \*Briefly describe the HR area(s) you've worked in or studied and what you found most interesting or rewarding in the work.

Insert fill box

2. \*Briefly describe the typical conversations you had in your current or prior work and what you found most difficult and rewarding in them.

Insert fill box

3. \*Briefly describe the types of written materials you produced in your current or prior work/education and what software you used to produce or present the materials.

Insert fill box

4. \*We plan to schedule interviews immediately after the closing date for this posting. What is your availability within the two following weeks and what is the best way to contact you?

Insert fill box

\* Required Question