

Alaska Department of Administration, Division of Finance



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

NOW HIRING

Human Resource Technician 2 (021508M) in Juneau

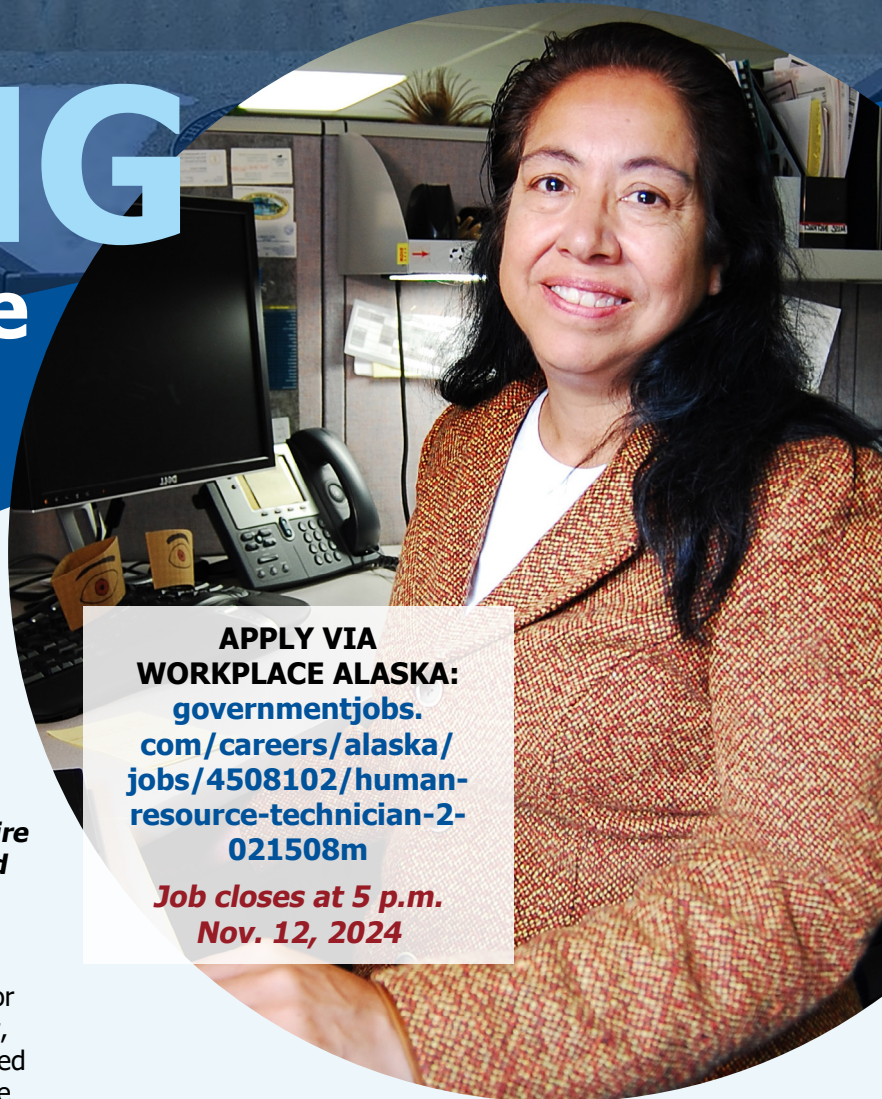
Pay: \$25.75 hourly

The Division of Finance is currently offering a hire incentive bonus of up to \$4,000 to newly hired Human Resource Technicians! (View the job in Workplace Alaska for details on bonus incentive.)

The Human Resource Technician 2 is responsible for the timely and accurate processing, certification, review, and audit of all payroll and personnel actions for assigned departments. This includes assuring all payroll and leave transactions are in accordance with applicable Personnel Rules, Bargaining Unit provisions, State Statutes, and Standard Operating Procedures for the State of Alaska.

Minimum qualifications:

- Six months of entry technical level experience in human resource work equivalent to a Human Resource Technician 1 with the State of Alaska or the equivalent elsewhere.
- **Substitution:** Graduation from high school or the equivalent AND one year of advanced clerical experience.
- **Substitution:** One year of postsecondary education (32 semester hours or 48 quarter hours from an accredited college or university equals one year) in any field.



**APPLY VIA
WORKPLACE ALASKA:**
governmentjobs.com/careers/alaska/jobs/4508102/human-resource-technician-2-021508m

**Job closes at 5 p.m.
Nov. 12, 2024**

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