

Recruitment Bulletin
Human Resource Specialist II
Position ID Number: XX-XXXX

Application Period: XX/XX/XXXX through XX/XX/XXXX	Position open to: Alaska Residents Only
Department: XXXX	Division: XXXXX
Location: XXXX	Region: XXXXX
Salary: \$X,XXXX Monthly	Range: 10
Job Status: XXXXX	Bargaining Unit: XX

Position Description:

The Division of Personnel & Labor Relations, Classification Section, is seeking applications for our Individual Allocation (IA) Team Leader.

You would be a key member of the Classification Lead Management Team, assisting with making decisions concerning the classification section, offering ideas to improve service delivery and efficiency, and thinking outside the box to facilitate change within the classification section to meet the dynamic and ever changing needs of the executive branch.

Your assignments would include working on a variety of projects such as:

- Consulting agency Commissioners, Directors, managers and supervisors on various classification topics surrounding individual allocations.
- Providing leadership and staff development to professional classification staff responsible for conducting comprehensive classification reviews.

The ideal candidate is a strategic thinker committed to staff development and is comfortable working with a broad range of management staff. This collaborative leader will bring an extensive managerial, interpersonal, creative problem solving, and communication skills along with a strong customer service orientation.

Special Notice for Recruitment:

The State of Alaska offers a variety of benefits for eligible employees. Employee benefits are a significant part of the total compensation package. Shown below are just a few benefits received by an eligible State employee.

- Health benefit package, which includes employer contribution toward medical/vision/dental.
- Employer paid Basic Life insurance with additional coverage available.
- Optional long and short-term disability plans.
- Optional dependent and health care flexible spending accounts.
- Retirement programs with a wide variety of investment options.
- Vacation leave of 15 hours per month with an accrual rate increase based on time served.
- 11 paid holidays.
- 37.5 hour work week.

For more information regarding these benefits, please review the following web site:

<http://www.state.ak.us/local/akpages/ADMIN/drb/home.htm>.

WORK EXPERIENCE

If using work experience not already documented in your Applicant Profile, also provide the employer name, your job title, dates of employment and whether full-or part-time. Applicant Profiles and Job Qualification Summaries will be reviewed to determine if the responses are supported and minimum qualifications are clearly met. If they are not, the applicant may not

Updated: 7/23/2008

advance to the interview and selection phase of the recruitment.

EDUCATION

If post-secondary education is required to meet the minimum qualifications, you must fill in the Education and Training section of the Applicant Profile. If you have not obtained a degree, please indicate the number of credit hours earned in the Degrees Obtained field. Copies of transcripts will be required at time of interview.

SPECIAL NOTICE

This recruitment may be used for more than one (1) vacancy. The applicant pool acquired during this recruitment may be used for future vacancies for up to ninety (90) days after this recruitment closes. Interested applicants are encouraged to apply to each recruitment notice to ensure consideration for all vacancies.

Minimum Qualifications:

High school diploma or the equivalent. "Equivalent" includes any one of the following: a GED certificate; acceptance in full standing by an accredited college; completion of any basic adult education course of 480 class hours (16 weeks at 30 hours per week); six months of paid or volunteer work experience performing duties related to office or clerical support; twelve months of paid or volunteer work experience involving some routine tasks related to office or clerical support; or highest grade of school completed plus an amount of any kind of work experience which totals 12 years.

AND

One year of paid or volunteer work experience.

Substitution:

Education from an accredited college or vocational school may substitute for the required one year of paid or volunteer work experience (3 semester or 4 quarter hours of college education equal one month of experience; 150 hours of vocational education equal one month of experience).

Special Requirement: Individual positions in this class may require skill in typing. Recruitment and selection may include this requirement.

Contact Person:	XXXXX
E-Mail Address:	XXXX_XXXX@alaska.gov
Mailing Address:	XXXXXXXX, XXXXXX, XXXXXX, XXXXXX
Fax Number:	(907) XXX-XXXX
Phone Number:	(907) XXX-XXXX