

ALASKA PUBLIC MEDIA
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Title: Human Resources Manager
Department: Administration
Reports to: COO & SVP of Content
FLSA Status: Non-exempt full-time (30 hours per week-benefit eligible)
Wage: \$36/hour (\$56,160 annually)
Version: 1.0

Summary Statement:

The Human Resources Manager is responsible for leading the development and implementation of strategic human resource initiatives aligned with the mission and values of Alaska Public Media. This role oversees the full spectrum of HR functions, including talent acquisition, employee relations, benefits administration, compliance, professional development, and organizational culture. The HR Manager serves as a trusted advisor to leadership, fosters a high-performance workplace culture, and ensures compliance with federal, state, and industry-specific regulations. The HR Manager also ensures a supportive work environment.

Alaska Public Media (AKPM) is a broad-based public media organization that delivers television, radio, and web content. AKPM is the source of PBS television, NPR radio, and stewards the statewide AKPM News network

Reports to:

Chief Operating Officer and Senior Vice President of Content of Content (COO & SVP of Content).

Essential Functions:

The Human Resources Manager will:

- Collaborate closely with executive leadership, department heads, and serves as the primary liaison to NETA payroll staff, benefits partners, and external HR consultants as needed.
- ❑ Oversee full-cycle recruitment and staffing processes including job postings, applicant tracking, interviews, reference checks, and onboarding.
- ❑ Ensure payroll accuracy and compliance, working directly with NETA payroll staff for bi-weekly processing.
- ❑ Lead employee onboarding and offboarding procedures, including forms (I-9, W-4) and exit interviews.
- ❑ Administer benefit programs (Health, Dental, Life, Flexible Benefits, HSA, and retirement) and serve as liaison to healthcare and retirement partners.

- Develop, update, and manage HR policies and the employee handbook annually to ensure compliance with evolving labor laws and organizational needs.
- Lead annual employee self-evaluation processes and development initiatives.
- Guide employee relations, conflict resolution, investigations, and performance improvement plans.
- Oversee and manage the HR, Hospitality, and Administrative budgets, including tracking expenses and making budget-related decisions within approved guidelines.
- Promote employee wellness and encourage the use of EAP services when appropriate.
- Manage all organization-wide professional developments.
- Manage and organize initiatives that promote a positive work culture.
- Oversee or partner with external consultants for HR compliance, audits, and legal matters as needed.
- Manage and process HR-related vendor invoices and documentation in coordination with the finance department.

Compliance & Reporting Responsibilities

- Coordinate EEO reporting and maintain compliance with federal regulations (annually).
- Support organizational compliance efforts with FCC, NPR, and PBS rules and regulations.

Required Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- A minimum of 5 years of progressive HR experience
- Strong knowledge of federal and state employment laws, including FLSA, FMLA, and EEO.
- Experience administering benefit plans, payroll coordination, and compliance reporting.
- Proficiency in Microsoft Office Suite, Google Suite, and payroll systems.
- Excellent interpersonal, conflict resolution, and communication skills.
- Ability to maintain confidentiality, integrity, and professionalism in all interactions.
- Knowledgeable with IRS Rules and Regulations.
- Able to work in a fast-paced, deadline-driven environment.
- Good communication skills, both oral and written.

Desired Qualifications:

- Master's degree or 7 years comparable experience in HR.
- At least 2 years in a management or leadership role.
- SPHR or similar certification preferred.
- Familiarity with managing departmental budgets.
- Familiarity with FCC Regulations and Reporting.
- Familiarity with retirement plans and administrative responsibilities.

Allowable Substitution

If necessary, alternative combinations of education and experience to be evaluated by the Human Resources Office for comparability.

Competencies:

- Strategic thinking and planning.
- Talent acquisition and workforce development.
- Conflict management.
- Employee engagement.
- Cultural competency and inclusion.
- Legal and regulatory compliance.
- Process improvement and analytical decision-making.
- Exceptional customer service and team collaboration.
- Strong ethics and confidentiality.
- Support AKPM compliance efforts with FCC, NPR and PBS rules and regulations.
- Communicate effectively.
- Apply critical thinking and problem-solving skills.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.
- Proficient at computer use to include office software products, custom software packages, internet and e-mail.
- Consistently demonstrate ethical behavior.
- Must exercise good judgment for the prompt completion of responsibilities.

Employee Expectations:

Must be able to work in a constantly changing environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands while seeking supervisory assistance as appropriate.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job.
- The employee is regularly required to stand, walk and sit; use hands to handle or feet; reach with hands and arms; talk and hear.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

Work Environment:

The work environment characteristics described here are typical of a television/radio broadcast office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

Alaska Public Media is an equal opportunity employer.

I _____ (*Name*) have received a copy of this job description on
_____ (*Date*)

Employee's signature _____