



Chugach Electric Association, Inc.
Position Description

Recruiter

Summary

This position is responsible for managing the full-cycle recruitment process to attract, engage, and hire top talent that aligns with the Chugach’s goals and culture. This role involves collaborating with hiring managers to define staffing needs, developing effective sourcing strategies, and creating a seamless candidate experience. The Recruiter will also ensure compliance with employment laws and organizational policies while contributing to workforce planning and talent acquisition strategies.

Essential Functions

- A. Partner with hiring managers to identify talent needs and create detailed job descriptions and specifications.
- B. Develop and execute sourcing strategies, utilizing job boards, social media, networking events, and other innovative recruitment methods.
- C. Manage social media content for the Chugach careers page for sourcing and recruitment of talent.
- D. Screen, interview, and assess candidates to ensure a strong match with role requirements and organizational culture.
- E. Coordinate the interview process and provide timely communication and feedback to candidates and stakeholders.
- F. Manage offer negotiations and facilitate onboarding processes for new hires.
- G. Maintain accurate recruitment records and generate reports to track hiring metrics and trends.
- H. Stay informed of industry trends and best practices to enhance recruitment strategies and processes.
- I. Prepare, create, update and maintain position descriptions. Work closely with management staff when organizational/workforce changes are needed to ensure issues regarding span of control, autonomy, and job design are effective. Ensure position descriptions are analyzed against regulatory requirements for proper classification and that wages are assigned in accordance with Chugach’s compensation policy and practices.
- J. Ensure compliance with regulatory processes in applicable program areas.
- K. Manage the orientation/on-boarding processes that effectively educate new and transferring employees.
- L. Maintain Chugach Affirmative Action program and EEO reporting in compliance with state and federal regulations.
- M. Complete submission of EEO and Vets-100 reporting with federal regulations.
- N. Assist with Bid and Classification committees for union positions.
- O. Partner with HR staff to design reporting and metrics supporting program’s deliverables.
- P. Create and oversee the interpretation and implementation of policies, procedures and work rules in applicable program areas.

Reports To: Manager, Human Resources	Department: Human Resources	Location: Anchorage	Position Type: Full Time	pg. 1
FLSA Classification: Non-Exempt	Bargaining Group: N/A	Salary Grade: 8	Job Code: 2620	Effective: December 2024



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- Q. Participate and assist with various employee engagement activities such as the winter party, annual picnic, charitable giving campaigns, recognition/service awards, etc.
- R. Contribute to the HR management budgeting process. Identify program needs, justify expenses, monitor budget and make necessary adjustments.
- S. Understand and interpret collective bargaining agreements as they relate to areas of responsibility. May provide consultation to management from time to time on confidential labor relations matters.
- T. Support special projects assigned by Human Resource leadership.
- U. Perform other duties as assigned.

Relationships

Internal

- HR Manager: Reports to, receives direction and guidance from.
- VP, Human Resources: receives direction and guidance from.
- HR Staff: Exchange and provide information as required
- Managers and Leadership: Provide assistance to and exchange information as required.
- All employees: Provide assistance to and exchange information as required.

External

- Bargaining Unit Representatives
- National Rural Electric Cooperative Association (NRECA): Request and provide information/assistance as necessary.
- Other Utilities: Exchange information with and provide technical assistance to.
- State and Federal Agencies: Exchange information and develop relationships relative to assigned duties.

Competencies

1. Demonstrated success communicating and implementing human resources programming in various subject areas including employee lifecycle and workforce planning.
2. Clear understanding of the methods necessary to measure program success including generating program metrics, verifying results with surveys and other measurement tools.
3. Considerable knowledge of laws, practices and resources pertaining to employment.. Ability to interpret, explain and apply laws, rules, regulations, policies and procedures.
4. Must be detail oriented with effective oral and written communication skills
5. Ability to interact effectively and efficiently with all levels of employees in a fair and consistent manner and to maintain effective working relationships.
6. Ability to maintain a high level of confidentiality.
7. Ability to manage multiple priorities required and work with minimum supervision.

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- 8. Exceptional computer skills and thorough understanding of word processing, spreadsheet and database software.

Supervisory Responsibility

This position does not have any supervisory responsibilities.

Work Environment

Work is performed in a standard office environment. Some travel to remote sites may be required. This position requires some overtime and travel to meetings outside the State.

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Signatures

Reviewed and Approved by:

Rachael Frison

12/20/2024

Date _____

Manager, Human Resources

K. J.

12/23/2024

Date _____

VP, Human Resources

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Minimum Qualifications and Experience

Education

Bachelor's degree in human resources, industrial relations, business administration or related business field, required. PHR/SPHR Certification, preferred.

Experience

Five (5) years of progressively responsible experience supporting operations of a Human Resources division, required. Experience working in a union environment, preferred.

Substitution

Additional professional experience in similarly complex human resource's role, recruitment or related field may be substituted for the required education on a year-for-year basis.

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