



Baranof Island Housing Authority

245 Katlian Street
Sitka, AK 99835

(907) 747-5088 ♦ fax (907)747-5701

HIRING POLICY & PROCEDURES – EXECUTIVE DIRECTOR POSITION

I. Vacancy

When a vacancy occurs the Board of Commissioners (BOC) must review or update the executive director job description that describes at least the job title, duties and responsibilities, required knowledge, skills and abilities, minimum qualifications and pay grade level.

II. Promotions

- A. The vacant positions may be filled by a current BIHA employee when it is in BIHA's best interest to do so. Current employees must meet the eligibility requirements in order to be considered for the new position.
- B. Job notices must be posted for five (5) workdays on the BIHA bulletin board during which period BIHA full-time personnel may apply.
- C. At the discretion of the BOC, vacancies may also be advertised simultaneously outside of BIHA.
- D. Final selection of candidates for promotion rests with the BOC. If outside recruitment is also utilized, current employees seeking promotion to the executive director position will be considered with other eligible applicants.

III. Outside Recruitment

- A. BIHA may recruit from individuals who have previous work history with BIHA or individuals that have previously provided BIHA with a completed Job Application Form, have the necessary skills for the position, and are available to work.
- B. If BIHA seeks outside recruitment, in addition to recruitment discussed in A. above, recruitment should include, at a minimum, classified advertising in a newspaper, posting of a job notice at BIHA main offices and on BIHA's website, and notification of Sitka Tribe of Alaska TERO of the vacancy.

IV. Employment Application

- A. All applicants must complete and submit a BIHA Job Application Form and provide any other application information that BOC deems necessary. Applicants will be provided documentation of BIHA's receipt of the application information.
- B. All application information is subject to review and verification. Omission of pertinent information or the submission of false information may result in elimination from consideration for employment.
- C. The selected candidate will be required to have a criminal background check submitted to BIHA before employment begins. .

V. Hiring Committee

- A. A quorum of the BOC will serve as the Hiring Committee for the vacancy. The BOC Chair will determine if a conflict of interest exists that would prevent a Commissioner from serving on the hiring committee. A conflict of interest exists if the individual is one of the following:
 - 1. The applicant's spouse or significant other, or a family member of the applicant, including mother, father, brother, sister, son or daughter, and including step-family members or family in-law (mother, father, sister, brother, son, daughter); or
 - 2. A professional reference listed by an applicant for this position.
- B. The Hiring Committee may not be convened until at least three (3) applications for the position have been received. If fewer than three (3) individuals or no Native applicants apply for the position, the position will be re-advertised. If no additional applications are received following a second advertisement of the position, the BOC may convene the Hiring Committee or re-advertise the position again at its discretion.
- C. The BOC may waive this requirement for a second advertisement upon making written findings that justify not re-advertising the position.
- D. All members of the Hiring Committee must have an opportunity to review all applications for the position.
- E. Tribal Preference shall be considered in selecting applicants for interview. Tribal Preference hiring priorities shall be given in the following order:
 - 1. STA Tribal Citizen applicant or a non-Indian applicant who supports a STA Tribal Citizen spouse or STA Tribal Citizen child;
 - 2. Members of any other Alaska Native Tribe;
 - 3. Members of any other federally recognized Indian Tribe;
 - 4. Other candidates.

- F. A BOC designee will complete all reference checks and confirm any information contained in an application.
- G. The BOC will prepare a list of interview questions and obtain approval of the list from the Hiring Committee members.

VI. Applicant Appearance at Interview

- A. Applicants may interview by teleconference, skype or in person.
- B. BIHA BOC has the discretion to cover the travel expenses of selected applicants.

VII. Interviews

- A. The BOC designee will provide the results of reference checks to the Hiring Committee and final list of interview questions with the interview ranking system.
- B. All members of the Hiring Committee must attend every interview and utilize the interview ranking system.
- C. At the conclusion of interviews, the BOC will collect completed interview ranking system lists from all members of the Hiring Committee.

VIII. Selection Process

- A. All members of the Hiring Committee must participate in the final selection of the top applicant. Once the top applicant is selected, the Hiring Committee will place the remaining interviewed applicants in descending order of choice.
- B. The Hiring Committee must apply Tribal Preference hiring priorities as outlined in Part V.E above to select the top applicant and in the ranking of the remaining interviewed applicants.
- C. Once the top applicant is selected, the BOC will recommend the salary within the range outlined in the job description.
- D. The BOC Chair will offer the position to the top applicant contingent on pre-employment drug testing if required for the position.
 - D. An applicant is generally not given longer than three days
 - E. to decide whether to accept the position.
- F. If the top applicant turns down the offer of employment, the BOC Chair will request authorization from the BOC to contact the second-choice applicant.
- G. Letters will be sent to applicants not selected notifying them that the position has been filled. The BOC will not inform the remaining applicants that the position is filled until

the top applicant satisfactorily completes a criminal background check and/or pre-employment drug testing.

IX. Employment of Aliens

Appropriate laws and regulations, and particularly the Immigration Reform and Control Act of 1986, which prohibits employers from hiring “unauthorized aliens”, will be followed and adhered to at all times.

X. Nepotism

- A. No person shall hold a job or be hired for a position that requires him or her to directly supervise or to be supervised by an immediate family member of his or her family. Immediate family members are the applicant’s children (including step or adopted), father, mother, husband, wife, significant other, brother/sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents or grandchildren.
- B. The BOC may waive the nepotism policy upon written findings that no other qualified individual has applied to adequately fill the position in question, special circumstances have arisen, and/or it is in the best interest of BIHA.

XI. Orientation

The Controller will meet with the new employee on their first day of hire to review the employee handbook, explain benefits and complete related personnel documents.

XII. Policy and Procedures Waivers

The above policy and procedures requirements are guidelines for the Board of Commissioners hiring process, however, if the BOC determines that waiver of a procedure is in the best interest of BIHA, the BOC may by majority vote waive the requirement after documenting the reasons for the waiver.