Human Resources Representative

Position Description
The Human Resources Representative is assigned to the Oversight Team and reports to the Oversight Manager. The Human Resources Representative monitors and coordinates staffing needs at LACs (Local Assistance Centers).

Responsibilities
1. Coordinate with departments for staffing needs at LACs
2. Dispatch personnel into LAC team positions (if not already assigned)
3. Monitor staffing patterns (rotational days-off)
4. Coordinate with LAC Manager to accommodate additional or special language needs
5. Provide advice, direction and information to the LAC Manager regarding human resources and personnel-related matters

Activation Phase Actions
☐ Notify regular supervisor of LAC work schedule
☐ Review position responsibilities and clarify any issues regarding your authority and assignment
☐ Check in with the Oversight Manager
☐ Verify contact information
☐ Contact counterparts in home agency and establish lines of communication
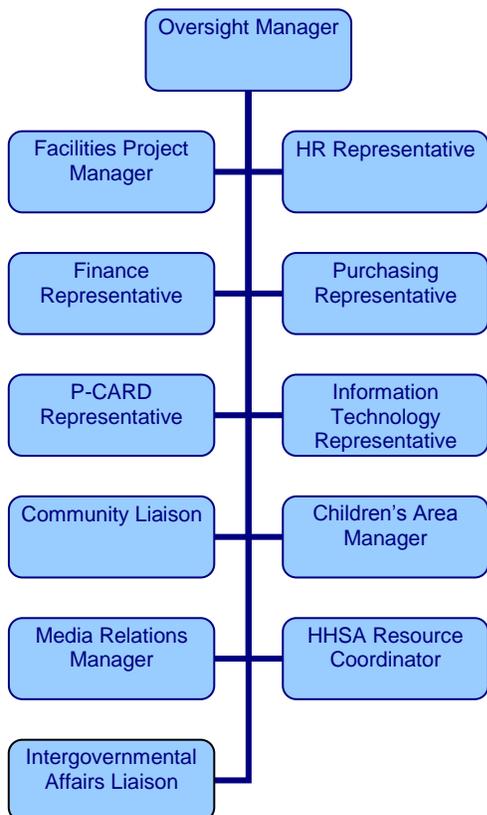
Operational Phase Actions
☐ Review position responsibilities
☐ Attend ongoing situation briefings
☐ Refer media to the Media Relations Manager
☐ Consult with Oversight Manager regarding staffing needs at LACs
☐ Arrange for more or less staff to operate LACs
☐ Work with LAC Manager to verify staff schedules at LACs
☐ Coordinate with LAC Manager to determine the need for stress debriefing for LAC participants
☐ Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy

Deactivation Phase Actions
☐ Work with Oversight Team to develop Demobilization Plan
☐ Participate in the Demobilization Plan
☐ Ensure that any open actions are handled by the appropriate person
☐ Ensure that all forms and reports are completed
☐ Contact your regular supervisor and notify him/her of deactivation
☐ Leave forwarding information, including pager or cell numbers and email
☐ Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM

Oversight Manager

Facilities Project Manager

HR Representative

Finance Representative

Purchasing Representative

P-CARD Representative

Information Technology Representative

Community Liaison

Children's Area Manager

Media Relations Manager

HHSA Resource Coordinator

Intergovernmental Affairs Liaison

LAC TEAM

LAC Oversight Team

LAC Manager

LAC Assistant Manager

Facility Operations Representative

Accounting Representative

P-CARD Holder

Bilingual Interpreters

Communications Specialist

Runners

Security

Community Ombudsman

Administrative Support

Children's Area Supervisor

Children's Area Worker

IT Technician

Information Intake/Reception

HHSA Liaison

Chaplain

Volunteer Coordinator