

HUMAN RESOURCES DIRECTOR

SUPERVISOR: Executive Officer

GRADE: 27

DEPARTMENT/DIVISION: Human Resources

FLSA STATUS: Exempt

POSITION STATUS: Full Time

PREPARED BY: Perino/Hall

DATE: 06/1/2017

POSITION SUMMARY: Under general direction of the Executive Officer, is responsible for management of the Human Resources Department, Employee Benefits Division, and the Health and Safety Management Division within the Tribal Organization. Incumbent is responsible for planning activities, overseeing direction of the HR Department and establishing an internal evaluation process for the Department. Oversees the operational, administrative and strategic management of Permanent Fund's Human Resource programs, policies, and procedures. Ensures recruitment and employment; compensation and benefits; automated and manual record-keeping systems; employee training; employee relations; policy formulation and implementation; and performance development and evaluation programs are maintained in accordance with established tribal and federal laws, regulations, policies, and procedures. Will have responsibility for the day-to-day supervision, problem resolution, support, guidance, policy interpretation, and technical assistance to directors, division heads, and supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develops a strategic plan for all Human Resources functions, including Risk Management & Safety and Employee Benefits.
2. Drafts, communicates, implements, reviews and interprets Human Resources Policies and Procedures and assures that all are fairly and consistently administered.
3. Establishes, implements, and communicates goals, objectives, policies and procedures in accordance with strategic plan.
4. Reviews and makes recommendations on policies, procedures, rules, regulations, forms and documents and ensures compliance with applicable federal and Tribal laws.
5. Provides oversight for all recruitment and placement, pay administration, work scheduling, employee recognition programs and Tribal Member employment.
6. Provides technical assistance and guidance to supervisors on Human Resources matters, to include performance management, recruitment, discipline, termination, and the consistent and appropriate application of Human Resources Policies and Procedures.
7. Responsible for providing training in areas that include, but are not limited to, performance management, recruitment, discipline, termination, TERO, sexual harassment, and Human Resources Policies and Procedures.
8. Responsible for oversight of the Health & Safety Management and Employee Benefits divisions to include employee medical, dental, vision, disability, and life benefits; pension and retirement benefits; workers' compensation, property, casualty, and automobile coverage.
9. Develops, administers, and monitors departmental budget.
10. Responsible, as needed, for coordinating, facilitating and administering the employee grievance and appeal process, consistent with policy;
11. Responsible for responding in a timely manner to unemployment claims, and participates in unemployment hearings.

12. Responsible for notifying the Chairman, Executive Officers and Tribal attorney of lawsuits, or the threat of lawsuit; participates in fact-finding, discovery, testimony, and court appearances.
13. Reviews and approves job descriptions for reasonable and appropriate job duties, responsibilities and minimum qualifications, to include some drafting and revision of job descriptions.
14. Provides oversight of the recruitment, selection, and hiring functions, in compliance with relevant laws and regulations, Tribal Human Resources Policies, and Tribal Employment Rights Office (TERO).
15. Works in conjunction with the TERO Office to develop an innovative plan for tribal member recruitment and retention.
16. Provides direct communication and assistance to the Executive Officers on administrative issues and organizational structure.
17. Works cooperatively and collaboratively with the TERO Office, Executive Officer and Tribal Attorneys on Human Resources-related matters.
18. Serve on various committees as assigned.
19. Ensures confidentiality of all employee records, investigations, and other information.
20. Maintains professional and technical knowledge by conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
21. Reviews and approves disciplinary and termination actions, to include drafting and/or editing of documents.
22. Responsible for internal investigation, or coordination of internal investigation, of employment-related matters to include sexual harassment claims, employee complaints, and incidents related to grievance, appeal, discipline, and termination.
23. Supervises Human Resources, Employee Benefits, and Health and Safety Management staff, to include hiring, training, scheduling, performance evaluation, discipline, and termination.
24. Approves Human Resources requisitions, Human Resources actions, Personnel Action Forms, and other documents as appropriate, in a timely manner.
25. Provides oversight of the wage classification system, to include wage surveys and the grading of positions.
26. Participates in internal and external committees and work groups, and works collaboratively with Human Resources Departments of the Casino and Growth Fund as necessary or requested.
27. Performs other job-related duties as required.

QUALIFICATIONS:

Must have a BA/BS in Human Resources, Business Administration, Accounting, Finance, or related field and 5 years of full-time experience as a Human Resources Director; OR a BA/BS and 10 years of full-time experience as a Human Resources Director or in a senior Human Resources position.

Must have 5 years of experience in an administrative supervisory capacity.

Must have demonstrated ability to provide authoritative knowledge and advice in all areas of Human Resources management including experience writing and implementing policies and procedures.

Must have experience applying sound Human Resources and resource management principles and techniques, directing and coordinating the efforts of individuals with differing skills and abilities, and delegating tasks to others.

Must have experience developing and administering budgets.

Must have knowledge and experience in complying with applicable federal employment laws.

Must have experience and skill in computer software including Microsoft Word, Outlook, and Excel.

Must have a valid Driver's License for state of residency and be insurable through the Tribal vehicle insurance policy.

Must pass a thorough criminal history background check and pre-employment drug test.

PREFERRED QUALIFICATIONS:

Certification as a SPHR or PHR.

Experience in PeopleSoft HR modules and online HR applications.

Experience working with Native American Tribes.

LANGUAGE SKILLS:

Ability to communicate clearly and accurately, orally and in written format.

Ability to communicate with individuals and groups exhibiting a wide range of educational and socio-economic backgrounds.

Ability to prepare technical reports, correspondence, policy statements, recommendations, and present facts and information.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure. Ability to compute rate, ratio and percent.

REASONING ABILITY:

Ability to maintain strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to establish and maintain effective working relationships with Tribal Officials, Tribal staff, and managers, coworkers, Tribal attorneys, consultants, and the public; ability to work independently, with a minimum of supervision.

Ability to exhibit confidence in judgment and decision making; ability to establish priorities and to adjust and respond to changing issues, requirements, and situations.

Ability to handle confrontational situations or critical conversations with individuals who may have strong personalities.

PHYSICAL REQUIREMENTS:

Lifting a minimum of 10 pounds may be required; position involves standing, walking, bending, stooping, and long periods of sitting.

Adequate hearing is required to hear/talk with all individuals, and to use telephones on a consistent basis.

Work will require the use of computers with exposure to video display terminals, the need to work in front of a computer terminal for extended periods of time and some repetitive motion associated with preparing documents and the use of a computer mouse.

WORK ENVIRONMENT:

Traveling is required, to include local, state, and national.

Work is performed in an office setting with some exposure to environmental stress.

The noise level in the work environment is quiet to moderate.

Frequent communication with Tribal employees, Tribal Members, Tribal attorneys, Tribal Council, and the public.

***Note:** This position description may not include all of the Human Resources Director's core duties and responsibilities, nor do all of the listed examples include all tasks that may be found or assigned to this position by the Executive Officer and/or Tribal Council.*

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