



Human Resources Department Santo Domingo Tribe

JOB ANNOUNCEMENT

POSITION TITLE: Human Resources Specialist

SALARY RANGE: \$38,763-50,393 annually, DOE

DEPARTMENT: Human Resources

POSITION STATUS: FT Exempt

SUPERVISOR: Human Resources Director

JOB POSTING ID: IDC-0013

Apply by 6/23/2017 for best consideration

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

Incumbent performs a variety of specialized, complex and confidential Human Resource clerical and technical activities. Job will entail all aspects of Human Resources functions related to labor relations, recruitment, selection, onboarding, benefits, filing and classification program units of the Human Resources Department in accordance with management's directives and applicable federal guidelines. Incumbent will provide technical assistance to applicants, programs, and Human Resources Department in the process of personnel transactions, daily job functions, and the compilation and reporting of data. Manages the HRIS system and serves as the primary employee contact for questions, issues, and technical assistance.

ESSENTIAL FUNCTIONS:

- Assists Human Resources Director in daily functions and tasks.
- Manages the Human Resources Information System (HRIS), including performing data entry, conducting audits to verify accuracy and data integrity, and providing technical assistance. Serves as primary point of contact for employees.
- Uses the HRIS system to run reports and perform analyses to support departmental needs.
- Maintains all employee personnel and benefit files.
- Maintain employee relations, conflict resolutions, compensation & benefits, as well as disciplinary & grievance procedures.
- Receive grievance complaints, follow process as outlined in policies and procedures.
- Assist support staff/management with inquiries & direct them in the appropriate direction, reiterating chain of command.
- Assist with unemployment claims.
- Track workers compensation claims and prepare quarterly reports for review.
- Track liability/accident claims and prepare quarterly reports. Initial reporting/notification for workers compensation claims to insurance carrier.
- Drive Santo Domingo Tribe recruitment efforts by posting and advertising job-opening announcements and reviews applications and interviews applicants to obtain work history, education, training, job skills and salary requirements and to provide information about the organization and position.
- Coordination/maintenance of departmental financial paperwork, budget preparation, and budget modifiers.
- File and maintain employment records for future reference.
- Manage insurance programs such as liability, group health and dental, short/long term disability, worker's comp and pension plans.
- Conduct New Employee Orientation for new employees.
- Ensure new hire paperwork is complete.

- Assist in conducting training sessions to management and frontline employees on various topics.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty:** All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to cash transactions, handling of confidential information, tracking of budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Employee Service / Director Orientation:** Incumbent must be able to develop a clear understanding of departmental needs and goals while maintaining clear communication with departmental directors and frontline staff regarding meeting their expectations. Must follow through and respond to employees' requests and inform them of action taken in a courteous, timely and professional manner.
- **Teamwork:** All Santo Domingo Tribe employees as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.
- **Goal and Task Management:** Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Effort and Initiative:** Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.
- **Collect and Organize Information:** Incumbents in this job need to be able to identify, systematically collect, and organize information for use by self or others in an organization.
- **Human Resource Principles:** Incumbent in this position must have intermediate knowledge of principles, procedures, and techniques for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems, succession planning and budgeting.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Business Administration, Human Resources, or a related field **AND** 2 years general Human Resources experience, recruitment specific preferred; or an equivalent combination of education and experience.
- Extended working hours, including weekends, may be required.
- Excellent oral and written communication skills to focus the efforts of entire staff to meet the Santo Domingo Tribe goals.
- Expert-level computer skills to support frequent use of Excel (pivot tables, vlookups), Acrobat, and HRIS systems, among others.
- Tribal Government experience preferred.
- Must be able to pass a background check.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Human Resources Specialist Application – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application (available at santodomingotribe.org/careers)
- Resume
- Cover letter