

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: HR Specialist

SALARY RANGE: \$40,701-65,123 Annual/DOE

DEPARTMENT: Human Resources

POSITION STATUS: Full-time

PERIOD TO APPLY: 03/06/19-03/12/2019

FLSA STATUS: Exempt

SUPERVISOR: Human Resources Director

JOB POSTING ID: IDC-0013

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.

TYPICAL FUNCTIONS:

- Assists Human Resources Director in daily functions and tasks.
- Maintains all employee personnel and benefit files and having them audit ready.
- 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 Pueblo of Santo Domingo 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 Pueblo of Santo Domingo employees must operate in an ethical manner by following all Pueblo of Santo Domingo 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 Pueblo of Santo Domingo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems 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.
- Advanced computer skills required.
- Extended working hours, including weekends, and evenings may be required.
- Excellent oral and written communication skills to focus the efforts of entire staff to meet the Pueblo of Santo Domingo goals.
- Tribal Government experience preferred.
- Must be able to pass a background check.
- Valid driver's license with ability to meet Pueblo of Santo Domingo liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Please submit complete application packet. No phone calls please.

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **HR 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
- Cover Letter
- Resume