

# **Human Resources Department Pueblo of Santo Domingo**



PO BOX 127

SANTO DOMINGO PUEBLO, NEW MEXICO 87052

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## **JOB ANNOUNCEMENT**

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**POSITION TITLE: Human Resources Specialist**

**SALARY RANGE: \$45,000-\$65,000**

**DEPARTMENT: Human Resources**

**POSITION STATUS: Temporary Full Time**

**PERIOD TO APPLY: 7.30.20-until filled**

**FLSA STATUS: Non-Exempt**

**SUPERVISOR: Herman Sanchez**

### **TEMPORARY HUMAN RESOURCES SPECIALIST**

**SUMMARY OF POSITION:** This is a temporary position in the Human Resources office. Incumbent will assist in 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.

#### **DUTIES AND RESPONSIBILITIES:**

- **Assists Human Resources Director and staff 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 and employee issues & direct them in the appropriate direction, reiterating chain of command.**
- **Assist employees with questions and issues in the general course of their duties.**
- **Assist employees with timekeeping**
- **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.
- Assist various departments with their HCM processes.
- Run background checks on all newly hired personnel and manage the background checks processes to ensure all records are up to date and complete.
- Ensure that all federal filings regarding 401(k) and Medical Benefits are filed with the appropriate authorities and all federally required notices are distributed properly.
- Assist Accounting in producing and managing payroll processes.
- Conduct New Employee Orientation for new employees.
- Ensure new hire paperwork is complete.
- Prepare PR's and monthly vendor billing for all services run under the Human Resources umbrella.
- 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 departmental members and members of other departments 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 advanced 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.**