

Human Resources Department Pueblo of Santo Domingo



PO BOX 127

SANTO DOMINGO PUEBLO, NEW MEXICO 87052

JOB ANNOUNCEMENT

POSITION TITLE: Human Resources Director

DEPARTMENT: Human Resources

PERIOD TO APPLY: Until filled

SUPERVISOR: Tribal Programs Administrator

SALARY RANGE: \$75,000-\$85,000 DOE

POSITION STATUS: Full Time

FLSA STATUS: Exempt

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:

The Human Resources Director administers the operation of all Human Resource aspects of Santo Domingo Tribal Programs in accordance with management's directives and professional and federal guidelines. Develops and implements goals and objectives for the Human Resource department; ensures that all Human Resource processes are efficient, accurate, and compliant with all applicable standards, regulations, and laws.

TYPICAL FUNCTIONS:

- Plan, organize, develop, and coordinate Santo Domingo Tribal Programs' Human Resource operations (e.g., tribal programs and departmental budgets, recruitment, selection, training and development, disciplinary and grievance procedures, performance management, etc.), policies, procedures, and operating systems according to Santo Domingo Tribal Program policies and accepted professional and legal guidelines.
- Ensure proper administration and negotiation of general liability, fleet, group health, dental, short/long term disability, life insurance, worker's compensation, and 401K plans to attract and maintain top talent.
- Direct the adequate availability, training, development, and performance management of subordinate personnel in coordination with the tribal strategic business plan.

- Develop, implement, and enforce uniform human resources management policies and procedures; advise Santo Domingo Tribal Program managers, directors, employees, and others concerning relevant HR laws, regulations, and practices.
- Review and analyze information from reports, studies, and projects for immediate and long range program development and legal compliance.
- Participates in top level management meetings involving the formulation and implementation of budgets, strategic business plans, and policies.
- Investigate and resolve highly sensitive and confidential administrative and human resources management problems; confers with TPA, legal counsel, administration, and others in resolving legal actions involving grievances' or federal and tribal court issues.
- Performs business assessments of operations and staffing of various departments as requested by Tribal Programs Administrator; makes recommendations concerning changes in organizational structure.
- Responsible for ensuring a properly maintained personnel and medical file system.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty**

All Santo Domingo Tribal Program employees must operate in an ethical manner by following all Santo Domingo Tribal Program policies and procedures relating to cash transactions, handling of confidential information, HIPAA, tracking of budgets and proper behavior between staff and outside clients. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Employee Service / Client 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. must possess excellent interpersonal and communication skills.

- **Teamwork**

All Santo Domingo Tribal Program employees must be competent in working effectively with department members and members of other tribal entities 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.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Requires the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of how an organization must change in light of internal and external trends and influences and the ability to act upon and energize others towards enacting the vision.

- **Human Resource Principles**

Incumbent in this position must have expert knowledge of employment law, principles, procedures, and techniques for personnel recruitment, selection, training, compensation and benefits, general liability insurance, 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** 5 years executive level human resource management experience; **OR** an equivalent combination of education and experience.
- Understanding and experience with Employer Branding and Recruitment Marketing strategies.
- Society of Human Resources Management (SHRM) certified preferred.
- Experience/Knowledge about tribal law.
- In-depth knowledge about local and federal Human Resource Processes, employment legislation, and legal regulations that may have an impact on Santo Domingo Pueblo.
- Extended working hours may be required including evenings, weekends, and holidays, “on call” 24/7.
- Excellent oral and written communication skills to focus the efforts of entire employee base to meet the Santo Domingo Tribal Program goals.
- Must be resourceful and possess excellent critical thinking skills.
- Tribal Government experience preferred.
- Must satisfactorily pass a background check.
- Valid driver’s license with ability to meet Santo Domingo Tribal Programs liability insurance requirements and maintain eligibility for insurance.
- Covid-19 vaccination required. Reasonable accommodation is considered.

HOW TO APPLY

Please submit complete application packet.

- By email: HR@kewa-nsn.us, subject line: **HR Director – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505)715-4416 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052
- Online: [Job Listings - Santo Domingo Tribe Jobs \(isolvedhire.com\)](#) or [Careers - Santo Domingo Tribe](#)

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

- Santo Domingo Pueblo Employment Application (available at santodomingotribe.org/careers)
- Resume
- Cover letter
- Copies of relevant certifications, including any trade skills.