



MESCALERO APACHE TRIBE Position Description

POSITION ANNOUNCEMENT

Position Title: Human Resources Director
Department: Human Resources
Employment Status: Exempt
Grade: E6

Open date: April 8, 2019 –Close Date: April 26, 2019

Job Summary

Oversees the operational, administrative and strategic management of the Tribes 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 laws, regulations, policies, and procedures.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Develops a strategic plan for all Human Resources functions, including recruitment and employment, compensation and benefits, personnel records, information systems and performance development and evaluation programs.
- Establishes, implements, and communicates goals, objectives, policies and procedures in accordance with strategic plan.
- Develops, updates, and implements the Tribe's Personnel Policies and Procedures, in compliance with applicable laws, regulations, and ordinances.
- Reviews and makes recommendations on policies and procedures, rules, and regulations, forms and documents and ensures compliance with federal, state, county, local, and tribal laws.
- Assists in the interpretation of the Tribe's policies and procedures manual, and ensures adherence.
- Improves staff effectiveness by hiring, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Ensures appropriate departmental staffing levels based on efficiency and cost effectiveness; yet, maintaining operational requirements as dictated by internal controls and management.
- Achieves financial objectives by preparing and administering the annual budget, inclusive of operational plans and objectives, and recommends staffing and expenditures.
- Responsible for building, implementing and overseeing policies and processes that allow for consistent and unbiased decisions to hire, transfer, suspend, lay off, discharge, evaluate, assign, reward, compensate, train, administer benefits, investigate or discipline employees of the Tribe.
- Acts as an advisor on HR issues to employees, departments, and other manager's throughout the organization.

- Develops, recommends, implements and administers benefit plans and procedures, including assistance with claims resolution, charge reporting, payment, annual evaluation of plans for cost effectiveness and service.
- Develops and implements HR policies and procedures, which is compliant with all organizational policies.
- Acts as the Drug-Free Workplace Officer for the Tribe. Administers and manages the program.
- Develops, implements and maintains a salary administration plan, which includes compensation and benefit packages; the classification of positions; pay policies; and performance appraisal programs.
- Maintains an effective performance evaluation process and ensures compliance for submission of evaluations within pre-determined timeframes.
- Participates in all hearings and manages the grievance process.
- Conducts employee relations counseling and works with department managers to ensure that policies have been followed and employees are allowed due process in the event of disciplinary hearings.
- Contributes to departmental effectiveness by identifying short-term and long-range issues and goals that must be addressed, recommending options and courses of action and implementing directives.
- Ensures that all HR functions are completed which are required of any funding agencies, i.e. background investigations, reference verifications, employment verification, etc.
- Keeps leadership and other departments informed of status of activities and of significant events and problems by attending meetings, submitting reports, and meeting individually as necessary.
- Organizes, implements, and maintains an employee recognition program.
- Ensures confidentiality of all employee records, investigations, and other information.
- Coordinates the technology needs of the office; purchases hardware and software; ensures staff is fully trained on systems, policies and procedures.
- Represents the department and the Tribe to external agencies, consultants, and other organizations and individuals.
- 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.
- Coordinate HR Efforts with all tribal enterprises to align and improve employability of Tribal members.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's degree in Human Resources, Business Administration, Accounting, Finance or related field.
- Five years human resources experience. One year in a managerial or supervisory capacity.
- Prior experience working with Native Americans preferred
- HR Certification preferred.
- Must have a valid NM Driver's License.
- Excellent computer and communication skills.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of applicable tribal, federal, state, county and local laws, regulations, and requirements.
- Knowledge of human resources strategic planning, organizational management and organizational development practices.

- Knowledge of principles, practices and trends in employee relations, recruitment and employment; compensation and benefits; record-keeping systems; and performance development and evaluation systems.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee occasionally is required to stand; and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally performed in an office setting with a low noise level.

Submit tribal application to Human Resources: Myra La Paz, 575-464-9273.

Email: mlapaz@mescaleroapachetribe.com