



# MESCALERO APACHE TRIBE

## Position Description

### ***JOB ANNOUNCEMENT***

<b>Position Title:</b>	<b>Human Resources Specialist</b>	
<b>Department:</b>	<b>Human Resources</b>	
<b>Employment Status:</b>	<b>Non-Exempt</b>	<b>Grade: NE6</b>
<b>Opening date: February 29, 2020</b>	<b>open until filled</b>	

#### **Job Summary**

Seeking a motivated, knowledgeable, self-starter to join its Mescalero Apache Tribe, Human Resources team. The Human Resources Specialist is responsible for a variety of areas including, but not limited to, orientation, compensation, generating reports and enforcing company policies and practices for the Mescalero Apache Tribe. This position performs professional level human resources duties and carries out responsibilities in one or more functional areas: such as recruitment, staffing, employee relations, compensation, training, employment, employee relations, safety and risk management, and on-going research associated with various employment questions. Daily duties include but not limited, to:

*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**

- Ensure recruitment process runs smoothly
- Update employee records with new hire information and/or changes in employment status
- Maintaining current the daily workflow of job postings, applications, classified staff position interview committee's attendance and candidate interviews.
- Carries out administrative work of notifications, acknowledgements and other correspondence involved with human resources functions and maintains current all HR related electronic and hard-copy records.
- Maintain organizational charts and detailed job descriptions along with salary records
- Supports the HR Department's reporting metrics, facilitate the timely hiring of qualified job applicants for open positions; collaborate with department managers to understand skills and competencies required for job openings.
- Process employees' queries and respond in a timely manner
- May analyze and provide advice to supervisors and managers on methods and approaches to resolve employee work problems.
- Maintain employee records ensuring completion and accuracy of detail to I-9 information, W-4 and other pertinent payroll information changes, employee contact information, job classification, pay rate/salary, organizational structure and other key items.
- Prepares job postings, advertisement preparation and other recruitment activities.
- Prepares general correspondence to applicants, employees, directors, managers/supervisors, other departments or programs, on a regular basis under areas of HR responsibilities.

- Supervise the training of new hires beginning with New Employee Orientation (NEO) and may conduct new hire orientation through HR and collaborating with other departments.
- Schedules classes for employee training, tracks employee certification status, licensure status, confirming on-going deadlines with employees and/or supervisors.
- Perform routine tasks required to administer HR programs including but not limited to, emergency/temporary hires and maintenance, leaves, resignation, terminations, discipline matters, exit interviews, hourly compensation and training process.
- May be responsible for, or may assist with, the administration of employee records, maintaining hard copy and electronic information current on a daily basis.
- Interprets policies for employees and managers, and on request may attend meetings, run errands, or fill in during absence of co-workers.
- Responsible for benefits changes, name changes, tax exemption changes & address changes.
- Handle employee disputes and investigations with the HR Director oversight.
- Must be able to implement/enhance HR technology to use such as with data extraction and analysis, reports, and HR metrics
- Prepares, processes, reviews, analyzes approved employee personnel transactions.
- Ensures compliance with applicable rules, regulations, and laws pertaining to new hires, appointments, promotions, demotions, transfers, separations and required reporting.
- Ensures risk management compliance according to accessibility.
- May be responsible for handling, or assisting with, Worker's Compensation and Return to Work programs.
- Responsible for onboarding and testing (background checks, pre-employment drug testing, etc.)
- Performs other duties as assigned.

### **Minimum Qualifications**

- Bachelor's degree in Business Administration, Human Resources, or related field preferred, or equivalent experience as follows in lieu of education;
- 2-5 years of HR related experience; proven HR applied proficiency;
- 2-5 years of supervisory experience hands-on working with employee relations, or benefits, or recruitment.
- Proficient with Microsoft Office Suite, experience a plus
- Demonstrated ability in developing/utilizing various forms of communication (written, electronic, verbal)
- Must have proven record of good attendance and dependability
- Must pass a pre-employment criminal background investigation
- Must have a demonstrated ability to work collaboratively within an HR Team structure.
- Must have a demonstrated ability to work collaboratively with internal departments and staff and external constituents including, IT and outside business professionals
  - Must successfully pass a pre-employment drug/alcohol screen and background investigation.

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

Salary range commensurate with relevant education and/or experience.

## **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 Department.