



ELKO BAND COUNCIL

JOB ANNOUNCEMENT

POSITION: Human Resources Director
SUPERVISOR: Chairman
SALARY RANGE: \$23.00 - \$30.00 DOE (Full-Time)
CLASSIFICATION: Non-Exempt
LOCATION: Elko Band Administration
OPENS: February 24, 2022
CLOSES: March 04, 2022

BASIC FUNCTIONS:

Primary duty is the development and quality of the Human Resources services to the Elko Band Council. Responsible for providing strategic direction to the Tribal Departments including the Elko Band Smoke Shop to accomplish quality service and employee development through supervisor training, fair policies that promote individual accountability, and the creation of a program that will encourage employees to aggressively pursue individually career development.

TYPICAL DUTIES:

- Ensures streamlining of the HR function automation of the day-to-day tasks and reporting, allowing the staff the time necessary to provide robust HR services.
- This person is responsible for recruiting, job processing, evaluation reports and mentoring session feedback monitoring, drug testing, surveys, and training. With the HR staff, this person will perform job-auditing duties for the assigned positions and salary surveys.
 - Coordinates the dispersal of information to applicants regarding job opening, the application process, testing, scores and final selections; insures the accuracy of such information.
 - Works with staff members to ensure the Human Resources position is in full compliance AAAHC standards.
 - Assures timely assembly of position announcements; writes or edits promotional material and directs the production and distribution of announcements and the replacement ads.
 - Receives and reviews applications for employment and prescreens and interviews applicants and determines if they possess minimum qualifications.

- Documents recruitment procedures and necessary forms; assists in the development of recruitment policies, rules and practices.
- Ensures that special recruitment mailing lists are maintained and assists with outreach recruitment as needed.
- Conducts classification studies, including auditing positions by questionnaire and interview preparing and revising classification specifications, and recommendations the allocation of positions to new or existing classifications.
- Arranges Salary Surveys to ensure they are competitive within the constraints of the Tribal budget. Strives to maintain fairness in compensation across the employment pool.
- Responds to compensation and classification survey requests.
- Ensures that appropriate data and job announcements are updated on the HR Website.
- Ensures that advertised positions provide for the development of Tribal Members whenever possible, while promoting improved quality of service through individual employee career development.
- Ensures that the selection committee process is fair and unbiased and appropriately meets the expectations of Tribal preference in hiring.
- Provides information concerning human resources policies, procedures, wages rates and fringe benefits (leave, Sick Leave, etc.) to Tribal preference employees and senior staff as requested/needed.
- Responsible for identification and implementation of Supervisor/Employee-development programs.
- Responsible for implementing Total Quality Management throughout the HR function.
- Responsible for the development of special programs and training, such as ethics.
- Primary contact for the staffing of complaints and grievances.
- Must be computer literate, proficient in Word and Outlook.
- Incumbent will perform other related duties as assigned.
 - Responsible for recommending appropriate changes to the Employee Handbook, ensuring personnel policy updates are distributed, identifying personnel policies irregularities, assisting in staff planning and recruitment.
 - Manage Unemployment claims
 - Oversee Progressive Discipline
 - Manage Workers Compensation
 - Manage Health and other benefits
 - Input all employee data into MIP
 - Manage employee files and keep them ready for audit
 - Ensure compliance with grants and contracts
 - Ensure paperwork by employee actions is accurate and complete timely and authorize

MINIMUM QUALIFICATIONS:

- Master's Degree or Bachelor's Degree in Business
- Human Resources Management or a related field preferred.
- Must have a valid driver's license.
- 5 year + of progressive leadership experience in Human Resources positions, minimum.
- PHR Certification preferred.

KNOWLEDGE, SKILLS and ABILITIES:

- Thorough knowledge of Human Resources principles and practices.
- General knowledge of the principles and practices of proper safety procedures as well as equal opportunity recruitment and selection.
- Thorough knowledge of general office practices and procedures.
- Accurate mathematical skills to compute scores and compile data.
- Ability to communicate effectively both orally and in writing.
- Ability to understand, interpret and clearly explain policies and procedures.
- Ability to efficiently coordinate all details and persons involved in the recruitment and final selection process.
- Ability to establish and maintain effective working relationships with staff and Tribal members.
- Incumbent must be able to pass a background check.

Special Considerations: (1) this position is subject to random drug testing and background investigation because of access to sensitive personal data. Unless exempted by the provisions of the ADA, this person will be required to regularly operate Tribal vehicles, constituting additional criteria for random drug testing.

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the applications) Please attach all required documentation as specified in the Job Announcement. **Failure to attach documents will disqualify you from consideration for this position.** Employment Applications are available at the Administration office. Any question regarding this position is to be directed to the Administration office at the listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 4722 and 473). However, the Elko Band Council is an equal opportunity employer and all qualified applicants will be considered in

accordance with the provisions of section 703 (I) of the Title VII of the Civil Rights Act of 1964, as amended in 1991.

The Elko Band Council application form for employment must be received by the Administration office by 5:00 PM of the closing date of this job announcement.

All interview notifications will be mailed. It is your responsibility to notify Administration if your mailing address and/or phone number changes.

In accordance with the Elko Band Council Resolution 2018-EBC-06, all new employees are required to pass a pre-employment drug/alcohol test.

THE ELKO BAND COUNCIL RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES