



Job Position:	Human Resources Director	Status:	Full-Time/Exempt
Division:	Administration	Salary:	Based on Experience
Posting Date:	January 31, 2020	Closing Date:	February 21, 2020

Job Description

Summary:

In accordance with applicable tribal law and policies, the Human Resources Director is responsible for oversight and management of the tribal government's human resources functions including, but not limited to candidate recruitment for vacant positions, execution of candidate review and selection processes, employee relations, benefits, employee wellness, employee retention, and related duties.

Essential Duties and Responsibilities:

Under the guidance, direction and supervision of the Tribal Administrator, the duties and responsibilities of the Human Resources Director include, but may not be limited to, the following:

- Regularly review tribal laws, policies and practices to recommend updates that keep tribal governing documents relevant, effective, efficient, and compliant with internal and external human resources requirements;
- Creation, design, implementation, and oversight of tribal government recruitment, selection and onboarding processes;
- Maintaining a high level of subject-matter expertise in the various programs and services of the tribal government to ensure that staff have appropriate training and career enhancement opportunities;
- Developing, recommending and implementing strategies, policies and programs that promote sustainable compliance management of tribal government human resources records, inventory and services;
- Providing assistance and training to the staff in the several departments of the tribal government that encourage the confidential reporting of suspected fraud and other improprieties without fear of retaliation;
- Assist employees in the initiation of complaints or grievances, assist supervisors in processing of timely performance measurement plans, evaluations, and related matters;
- Ensuring coordinated inter-divisional and inter-departmental cooperation and collaborations that will identify opportunities and deficiencies to streamline HR processes;
- Effectively coordinate with the several departments regarding staffing strategies and models for talent acquisition that attracts the best talent through fair and equitable hiring practices;
- Promote programs and processes that are supportive of employee satisfaction, succession planning, and career development goals;

- Completion of detailed background investigation and random drug screenings for all employees, and assist departmental leads in the coaching, counseling and disciplining of employees;
- Coordinate with the Tribal Administrator in the confidential monitoring and investigation of issues;
- Ability to maintain all information in strict confidence
- All other duties as assigned by Supervisor.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Strong management and leadership skills;
- Proactive and diligent in workflow and resolution of issues;
- Skillful in gathering and analysis of information;
- Knowledge of sound ethical human resource management practices;
- Firm grasp of government and business employee recruitment processes;
- Strong personal constitution and ethical conviction;
- Commitment to keep and maintain confidentiality.
- Excellent written and oral communications skills.

Qualifications:

To perform this job successfully, an individual must be able to perform the Essential Duties and Responsibilities. The requirements listed below are representative of the knowledge, skill, and/or abilities that are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

The ideal candidate should possess a strong familiarity with the history of the federal relationship with American Indian Tribes including laws protecting the rights of Tribes as sovereign nations, including but not limited to the Indian Self-Determination and Education Assistance Act of 1975 (ISDEAA) and the Tribal Self Governance Act of 1994. Additionally, ideal candidates will

- Be able to work in a fast-paced work environment
- Manage multiple task and competing priorities
- Demonstrate professional behavior at all times
- Exercise good judgment
- Possess the ability to maintain absolute discretion and confidentiality expected of a professional at this level.
- Interact well with others, and
- Have a valid Driver's License

Minimum Education and Experience:

An ideal candidate, at minimum, will have either a BS/BA (or higher) degree in Public Administration or Business Administration with a concentration in human resources management, Government, Tribal administration and Governance, or labor and employment law, with at least six (6) years of progressive experience in human resources management.

Preferred Education and Experience:

Master's in Business Administration (MBA) with at least six (6) years experience in HR at management level, or an equivalent combination of education and experience. It is highly

preferred that potential candidate(s) have at least seven (7) to ten (10) years' human resources management experience. Professional human resources certification or tribal human resources certification preferred.

Language Ability:

Candidates must possess the ability to write reports business correspondence and manuals; ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to effectively present information and respond to questions from groups of executives, managers, clients, customers, and the general public. Strong presentation skills including an ability to articulate and support points of view across a broad spectrum of issues is a must. Candidate must demonstrate diplomacy, superior organizational skills, and have strong analytical capabilities.

Computer Skills:

Computer skills necessary to complete the Essential Duties and Responsibilities described herein are mandatory.

Supervisory Responsibilities:

Yes, the successful candidate will supervise HR staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk and sit for long periods of time.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

Disclaimer:

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an "at will" employment relationship.
