

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: September 13, 2023
FROM: Human Resources Department
RE: Human Resources Generalist

The Human Resources Department is currently taking applications for a full-time Human Resources Generalist, in the Human Resources Department. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at www.tunicabiloxi.org and click on ‘Government’ located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until, September 20, 2023 at 4.00 p.m.

Date and hour posted: _____: _____. m.

Date and hour removed: _____: _____. m.

Attachment: job ad



JOB DESCRIPTION

Job Title: HR Generalist	Department: Human Resources
Reports to: Director of HR	Employment Status: Full-Time
Classification: Exempt	Salary Range: \$40,000.00 - \$50,000.00
Supervisory Status: N/A	Revision Date: August 2023

Summary: This position is responsible for a variety of technical, administrative, and confidential responsibilities to support various aspects of human resources administration, including but not limited to: benefit administration, recruitment, employee onboarding, assist with employee relations and policy administration.

Essential Duties and Responsibilities:

- Ensure compliance with the applicable Tribal, Federal and other laws including Tunica Biloxi Tribe's policies and procedures.
- Assists in developing job descriptions and procedures for ongoing administrative requirements.
- Responsive to team member inquiries regarding policies, procedures, programs and other general HR services in a timely manner.
- Assists with new hire processes.
- Serve as a trusted advisor/consultant to the HR Director on team member relation matters of concern and Tunica Biloxi Tribal policy compliance.
- Maintains compliance with Tunica Biloxi Tribal, federal, state laws and regulations, and recommended best practices that pertain to the HR functions to ensure organizational compliance. Ensure that such laws and regulations are represented in HR policies, procedures, objectives and goals.
- Plan and execute various recognition, and culture events and initiatives in collaboration with Human Resources Department.
- Prepare and analyze a variety of regular reports and prepare ad-hoc reports as requested.
- Provide support as needed for Tribal-wide initiatives and programs.
- Assist with general HR clerical functions such as data entry, filing, creating written correspondence, conducting exit interviews, etc.
- Manage and maintain security of confidential information entrusted to position, including job, personal and medical histories.
- Attend and satisfactorily complete all required training as assigned.
- The essential functions listed above are not an all-inclusive list but rather a general representation of the duties and responsibilities pertinent to this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Director.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Demonstrated knowledge of HR best practices, employment and labor/employment laws required.
- Must be results oriented.
- Ability to nurture a positive work environment.
- Must demonstrate excellent problem-solving ability.
- Must be proficient in Microsoft Office: Word, Excel, PowerPoint.
- Establish and maintain cooperative employee working relationships.
- Excellent interpersonal, oral and written communication skills, and conflict resolution skills.
- Ability to work efficiently and effectively while working on multiple projects at one time.
- Ability to act with integrity, professionalism and confidentiality.
- Demonstrate and promote Tunica Biloxi Tribal core values.
- Excellent organizational skills, attention to detail, and time management skills.

Education/Experience:

- Bachelor's degree in Human Resources, Management, Business Administration, Organization Development, Labor and Employee Relations, or a closely related field from an accredited college/ university, or 2 to 4 years of Human Resources experience in lieu of education.

Work Environment:

- General office setting.

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.

This position requires walking, standing, bending and sitting for long periods of time. The employee must be able to lift up to 10 pounds unassisted. Employee must have good eye and hand coordination.

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.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.
Proof of tribal citizenship is required to be deemed preference eligible.