

Ponca Tribe of Nebraska

Human Resource Management Director Job Description

Approved 03/19/11



Position:	Human Resource Management Director
Division:	Tribal Affairs
Department:	Human Resource Management
Reports To:	Executive Director of Tribal Affairs
Location:	Open
Exempt/Non-Exempt:	Exempt
Salary:	Grade 8 (\$40,809-\$60,380.10)
Classification:	Fulltime

Summary:

Incumbent will oversee full scope of human resources. Direct staff in areas in organizational structure, employment, compensation, employee database maintenance, and payroll benefits administration, employee relations, orientation, training, development, and policy and procedure development. This position will administer human resource policies, programs and practices including: planning, organizing, developing, implementing, coordinating and directing. Duties include formulating policies and procedures for the Human Resource Management (HRM) Department and recommending policies and practices to senior management. Oversee and monitor the department budget and provide Tribal Council management and support as needed.

Essential Responsibilities and Duties:

1. Develop, recommend and implement department goals, objectives, programs and systems.
2. Develop, recommend and implement personnel policies and procedures and prepare and maintain handbook on policies and procedures as well as the Human Resource Management manual.
3. Communicate changes in personnel policies and procedures and ensure proper compliance is followed.
4. Prepare, recommend and maintain records and procedures for controlling personnel transactions and reporting personnel data.
5. Maintain knowledge of industry trends and employment regulations and ensure the Tribe's compliance.
6. Develop and administer an effective recruitment program to include: advertising, processing applications, screening, interviewing, background checks, and hiring.
7. Develop and administer employee training program to include new employee orientations, professional development, supervisor training, internship program, and overall workplace development training.
8. Implement and maintain compensation program to include reviews position descriptions annually, and rewrite as necessary; conduct salary surveys and analyze salary grid and classification at least every three years; monitors merit increases.

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9. Develop and monitor employee evaluation program to include assisting supervisors and employees on employee performance improvement plans.
10. Coordinate employee insurance benefits program to include annual re-evaluation of policies for cost effectiveness, employee initial enrollment and changes, approve invoices for payment, claims resolution and presenting information to staff.
11. Coordinate, monitor and evaluate employee benefits such as employee assistance program, leave, retirement plan etc.
12. Coordinate problem resolution activities to include monitoring filed complaints and paperwork, being neutral third party observer, mediating, suggesting solutions, advising supervisors and directors, ensuring the process is completed with all documentation submitted to the HRM department.
13. Responsible for labor relations to include verifying employment and monitoring unemployment claims and appeals.
14. Coordinate employee release and exit interviews to ensure appropriate paperwork is distributed.
15. Consult with legal counsel as appropriate and/or as directed on personnel matters.
16. Work directly with management staff (Administration, NPHA, PEDCO, others) Executive and Deputy Directors of Tribal Affairs, Department Directors, and supervisors to assist them in carrying out their responsibilities on personnel matters and forecasting short and long term goals and needs.
17. Participate in Tribal Council, administrative staff and other meetings and training as required.
18. Develop and submit monthly reports to the EDTA on progress toward and/or needs to complete tasks and address priorities.
19. Coordinate with the Senior Planner to seek opportunities for federal, state, local and private grants, which may assist the Tribe in advancing departmental goals and objectives.
20. Submit reports as required.
21. Maintain confidentiality.
22. Other duties as assigned.

Relationships and Authority:

This position will monitor and advise management staff on personnel issues and supervises the HRM staff.

Working Environment and Physical Demands:

This position is located in professional office environment.

Qualifications:

P.O. Box 288, Niobrara, NE 68760
P: (402) 857-3391, F: (402) 857-3736
www.poncatribene.org

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Minimum:

1. Bachelor's degree in human resource management or related field, or an equivalent combination of experience and education.
2. Five or more years experience or progressive work in human resource related field.
3. Two or more years experience of budget management.
4. Computer proficiency in Microsoft Word, Excel, PowerPoint and Access programs.
5. Must possess excellent written and oral communication skills.
6. Must have valid driver's license and be insurable.
7. Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.
8. Able and willing to travel.

Preferred:

1. Masters degree in human resource management or related field.
2. Professional Human Resource Certification.
3. One or more years experience of Tribal human resource management.
4. One or more years experience working with Native Americans or Native American organizations.
5. Knowledge and understanding of Public Law 93-638: Indian Self-Determination Act, Tribal organizations and funding opportunities.

Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Ponca Tribe of Nebraska is an at-will employer.

Tribal Council Approval: 03/19/11