



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 102-19

OPENING DATE: 05/31/2019

CLOSING DATE: UNTIL FILLED

POSITION: Human Resources Recruitment Supervisor **POSTED: IN/OUT**

PAY GRADE: E9 (Min= 55,161/26.52 Mid=67,572/32.49 Max=79,984/38.25)

FLSA STATUS: Exempt

POSITION TYPE: Full Time

FUNDING SOURCE: POI

DEPARTMENT: Human Resources

REPORTS TO: Director of Human Resources

BACKGROUND LEVEL: Public Trust

JOB PURPOSE:

Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Maintain the Pueblo of Isleta's compensation & classification programs including job/position evaluations, compensation range, total benefits and for evaluating job positions to determine details such as classification, licensing type and salary/pay structure. Assesses the Pueblo of Isleta's developmental needs and creates, coordinates, and conducts training(s) as needed and actively searches, creatively designs, and implements effective methods to educate and enhance and recognize performance. Assists in the day-to-day operations of the department. Ensures all human resources programs are maintained in accordance with established laws, regulations, policies, and procedures.

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.

JOB DUTIES:

- Monitors hiring and recruiting strategies for efficiency; develops reporting procedures and other methods to establish accountabilities and measure success; revises processes and procedures to reflect emerging approaches in recruitment and selection to improve overall effectiveness.
- Guides department hiring managers in the clarification of proposed position responsibilities and employment conditions, and on the establishment of minimum requirements and appropriate selection criteria for prospective candidates.

- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Ensures the consistent application of compensation policies, procedures, and programs.
- Coordinates and facilitates planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Provides advice and guidance on the consistent interpretation of human resource policies and programs as they relate to company objectives and employees; assists with investigations and resolving employee complaints and concerns.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Updates management guidelines by preparing, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Ensures that the Pueblo of Isleta is in compliance with applicable federal, state or tribal employment laws and regulations.
- Assists in the administration of human resource policies and procedures of the Pueblo of Isleta; including interpreting human resource policies and procedures for employees and management staff to ensure consistency, fairness and adherence to the goals and cultural values of the Pueblo.
- Revises and updates job descriptions. Reviews job duties, qualifications and licensure requirements. Determines appropriate market matches internally and externally. Recommends comparative appropriate salary/pay level. Reviews final recommendations with Director of Human Resources.
- When the Pueblo of Isleta introduces a new job or reviews existing jobs, researches and makes recommendations to managers on the status, description, classification, licensing, classification and salary of those jobs.
- Completes compensation analysis such as participating in salary surveys, revising job descriptions and researching compensation issues. Working directly with the HR Director to coordinate compensation processes, audit compensation data, and manage compensation databases.
- Coaches and advises leadership regarding pay, compensation, structure, job descriptions, exemptions, immigration, etc. Assist Human Resource Director as requested/assigned.
- Processes time records for payroll processing.
- Assists management with department budget; may coordinate financial and budget activities for maximum operational efficiency as requested.
- Hosts/Assists with hosting regular staff meetings to ensure communication among staff regarding related departmental activities.
- Prepares and presents reports on the status, activities and plans for current and future operations.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Assists with the management of Human Resource staff; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates' work and job responsibilities to designated staff.
- Assists with hiring, evaluating, disciplinary actions.
- Develops professional and support staff training.
- Coordinates training, orientations and continuing education of Human Resource staff.
- Responsible for directing the daily activities of specialists and evaluate their effectiveness.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- Bachelor's Degree in Human Resources or related field.
- Five years of progressive work experience in Human Resources.
- Manager must be certified in one of the following: Certified Employment Benefits Specialist (CEBS), Senior Professional Human Resources (SPHR), Professional Human Resources (PHR) Certification, Certified Compensation Professional (CCP), Tribal Human Resources Professional (THRP), or Advance Background & Adjudication Certification; or be able to obtain at minimum one of the above listed certifications within one year of hire.
- Tiwa speaking preferred.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of traditional forms of government and Pueblo customs and traditions.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of principles, practices and trends in recruitment and employment; compensation and benefits; record-keeping systems; and performance development and evaluation systems.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Skill in coaching and consulting management and executive level employees.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to communicate effectively in the English language, and preferably in the Tiwa language, both verbally and in writing.

- Recommend, develop and implement an appropriate employee compensation structure. This structuring involves configuring pay grades and evaluating new employee titles and ongoing reclassification.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to develop and oversee training programs, staff, and budgets.
- Ability to confer with managers of each department to identify its training needs.
- Need strong interpersonal skills; delivering training programs requires collaborating with staff, trainees, subject matter experts, and the organization's leaders.
- Must have good evaluation skills and the ability to convey information in legible reports to their human resources director and executive groups.
- Must possess strong organizational skills with the ability to coordinate several projects simultaneously. Highly effective verbal, interpersonal and written communication skills are necessary.
- Ability to exercise independent judgment.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to be persuasive and tactful in controversial situations.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.