



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

### **VACANCY ANNOUNCEMENT**

**POSTING NO: 184-22**

**OPENING DATE: 12/09/2022**

**CLOSING DATE: 01/27/2023**

**POSTED: IN/OUT**

**POSITION:** HR Generalist  
**PAY GRADE:** E6 (\$21.92/hr. - \$31.78/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Human Resources  
**REPORTS TO:** Director, Human Resources  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Provides professional and administrative advice, guidance and service to the Pueblo of Isleta in support of the Human Resources Department and programs Serves as a point of contact for consultation, coordination, and liaison for personnel issues on a range of recruitment, hiring, employee relations, benefits management and policy interpretation and procedural issues. Maintains professionalism in all interactions with internal and external customers and adheres to confidentiality requirements.

*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:**

- Responsible for supporting and implanting key HR initiatives.
- Assists with job description creation, compensation research and evaluation.
- Assists in addressing and providing advice on employee relations issues including conflict resolution and workplace investigations and provides guidance and documentation to performance, disciplinary actions and policy interpretation.
- Works with Human Resources Director to establish, implement and enforce policies and procedures.
- Completes unemployment claims and provides representation at unemployment hearings.
- Assists in coordinating training and career development programs for departments.
- Supports and serves as backup with recruitment, interviewing, benefit administration and onboarding process.

- Creates and distributes internal communications regarding HR related functions and or activities, policy and procedures changes and or processes.
- Responsible for new hire orientation in collaboration with Benefits Coordinator.
- Conducts exit interviews and assists with tracking trends.
- Provides consultation and training for all departments regarding Human Resources functions.
- Establishes and maintain rapport with community agencies and academic institutions.
- Assists in planning, organizing, and supervising all functions required to operate and maintain the WIOA and Summer Intern program activities for the Pueblo (grant proposal/application, recruiting and reporting activities).
- Partners with local and state employment agencies to provide assistance in employment and training for applicants.
- Maintains records, files, materials, documents and databases; ensure records are accurate and; updated; review, research and summarize a variety of statistical reports; ensures the integrity and security of confidential employee data.
- Enhances professional growth and development through participation in educational programs, reading current literature, attending in-services, meetings and workshops.
- Completes special projects as assigned by the Human Resources Director.
- Other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Provides guidance and oversight to program participants. The position has no direct supervisory responsibilities.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's Degree in Human Resources or related field.
- Three years of progressive work experience in Human Resources. SHRM Certified Professional (SHRM-CP), Professional Human Resources (PHR) Certification, or Tribal Human Resources Professional (THRP) preferred.
- A combination of education and experience may be considered. Must successfully pass a pre-employment drug/alcohol screen, and background investigation for the position.
- 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 the functions and structure of the Pueblo of Isleta.
- 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.
- Knowledge of EEO, ACA, HIPPA, COBRA, and other state, federal tribal HR laws.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of effective principles and practices of education and development.
- Skill in organizing resources and establishing priorities.
- Skill in interviewing techniques. Skill in coaching and consulting management and executive level employees.

- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in gaining cooperation through negotiation and persuasion.
- Skill in preparing, reviewing, and analyzing operational and statistical reports.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to interpret applicable federal, state, county and local laws, regulations and requirements.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- 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:**

- Regularly is required to sit; use hands to finger, handle , or feel; reach with hands and arms; and talk or hear.
- Frequently required to walk and occasionally stand; and stoop, kneel, crouch, or crawl.
- Occasionally lift and/or move up to 25lbs.

**WORK ENVIRONMENT:**

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

**PREFERENCE:**

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