



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 107-23

OPENING DATE: 06/07/2023

CLOSING DATE: 06/21/2023

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: Human Resources Director
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.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- 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.