



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

POSTING NO: 061-24

OPENING DATE: 05/08/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Director, Human Resources
PAY GRADE: E12 (\$51.26/hr.-\$71.77/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Human Resources
REPORTS TO: Governor
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Develops, implements and maintains sound, competitive, and cost effective employee relations, selection and placement, and compensation and benefits programs, selection and placement program in accordance with established laws, regulations, policies and procedures. Identifies, develops and presents management and staff training and development programs.

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:

- Develops a strategic plan for all Human Resources functions, including selection and placement, compensation and benefits, personnel records, information systems and performance development and evaluation programs, and HR policies and procedures.
- Ensures that the Pueblo of Isleta is in compliance with applicable federal, state or tribal employment laws and regulations.
- Organizes, implements and maintains a competitive interviewing and placement program for a variety of positions within the Pueblo.
- Establishes and maintains a sound relations program in the following areas: employee communications, grievance resolution, and conflict resolution.

- Coordinates the appraisal, transfer, promotion, lay-off, recall, demotion, and termination of employees.
- Develops, directs, and monitors a complete employee record keeping system; ensures the accurate and timely processing of employee transactions within established policies and procedures.
- Establishes, implements and administers the 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.
- Develops, implements and administers a competitive and cost effective compensation and benefit program that utilizes objective criteria to establish methods of compensation, salary ranges and rates of compensation.
- Acts as administrator for health, dental and vision benefits for the Pueblo of Isleta and the Isleta Casino & Resort.
- Ensures that the benefits program addresses the needs of employees while enabling the Pueblo to remain competitive with other organizations.
- Coordinates all new employee general orientation programs, staff developmental meetings, drug-free workplace meetings and all employee meetings for the Pueblo, to include appropriate cultural sensitivity training.
- Orients New Hires on the Isleta Tribal Governmental process.
- Works closely with the Treasurer's Office in processing payroll for tribal employees.
- Represents the department and the Pueblo to external agencies, consultants, and other organizations and individuals.
- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.
- Plans, directs, and monitors department productivity and quality goals.
- Creates policies and procedures for staff, to ensure consistency and adherence to department goals.
- Hosts regular staff meetings to ensure communication among staff regarding related departmental activities.
- Maintains current working knowledge of trends in the human resource profession and all areas related to human resources.
- Maintains appropriate documentation on incidents as required by policies and procedures.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of human resources activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Manages HR Manager, Benefits Specialist, Human Resources Representative, and support staff; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.

- Hires, evaluates, disciplines and develops professional and support staff.
- Coordinates training, orientations and continuing education of Human Resource staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Human Resources or related field.
- Seven years of progressive work experience in Human Resources.
- Certified Employment Benefits Specialist (CEBS), Senior Human Resources (SPHR), Professional Human Resources (PHR) Certification, Certified Compensation Professional (CCP), or Tribal Human Resources Professional (THRP) preferred.
- Senior Professional Human Resources (SPHR) Certification preferred.
- Tiwa speaking preferred.
- Must pass background check for 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 effective principles and practices of education and development.
- 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, 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:

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