



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

**POSTING NO: 213501-25**

**OPENING DATE: 08/07/2025**

**CLOSING DATE: 11/05/2025**

**POSTED: IN/OUT**

**POSITION:** Employee Relations Specialist  
**PAY GRADE:** NE7 (\$25.00/hr. - \$33.75/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Human Resources  
**REPORTS TO:** HR Manager  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Provides coaching and counseling of leadership with regards to employee development and discipline. Position works independently in a timely manner with minimal supervision and instruction while maintaining a high degree of confidentiality. Primary focus is preventing and resolving conflict in the workplace, consistency in the interpretation and application of 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:**

- Maintains employer-employee relationships that contribute to productivity, motivation and morale.
- Provides coaching and mediation for conflict/dispute resolution in the workplace.
- Oversees employee disciplinary and termination processes in accordance with POI Policies.
- Reviews employee disciplinary actions and performance improvement plans prior to issuance.
- Conducts investigations related to alleged harassment submitted by Supervisor and creates confidential reports. Examples are workplace bullying, sexual harassment.
- Responds to formal/external requests for information and documents.

- Responsible for the administration of the Employee Grievance Process.
- May provide guidance to management in conducting employee related investigations.
- Investigates and responds to all state Unemployment Insurance claims and serves as POI representative during Unemployment Insurance hearings.
- Serves to assist employees and management alike in the interpretation of policies and procedures.
- Conducts Human Resources Information System (HRIS) data entry for position responsibilities.
- Conducts Exit Interviews and compiles results with quality improvement recommendations.
- Serves as a point of contact in Human Resources regarding employee related concerns.
- Establishes and maintains all employee relations records and files.
- Researches, retains, and advises Management of all applicable information related to employee relations programs to include tribal, federal and state laws and regulations.
- Makes recommendations for improvements to processes.
- Conducts training to management and supervisors relating to policies.
- Enhances professional growth and development through participation in educational programs, reading current literature, attending in-services, meetings and workshops.
- 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.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- No supervisory responsibilities.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Associates Degree.
- Three years of progressive work experience in Human Resources. Experience and knowledge with conflict resolution, employee discipline and termination, and employee investigations.
- A combination of education and experience may be considered.
- Experience with DOL and Unemployment Insurance claims processing.
- Proficient in using HRIS systems.
- 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.
- Must have fingerprinting completed prior to employment.

**MINIMUM QUALIFICATIONS/PREFERRED:**

- Tiwa speaking, preferred.
- Employee Relations experience.
- Senior Professional Human Resources (SPHR), Professional Human Resources (PHR) Certification, or Tribal Human Resources Professional (THRP).
- Professional Employment Mediation Training.

**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 human resources, employment law, employee relations, investigations and problem solving.
- Skill in conducting mediations.
- Skill in operating business computers and office software programs.
- Skill in coaching and consulting management and executive level employees.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- 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 timelines.
- Ability to exhibit strong critical and analytical skills.
- 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.