



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

**POSTING NO: 213510-26**

**OPENING DATE: 03/23/2026**

**CLOSING DATE: 06/21/2026**

**POSITION:** HR Generalist/WIOA and Summer Intern Coordinator **POSTED: IN/OUT**  
**PAY GRADE:** E5 (\$26.30/hr. - \$36.83/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Human Resources  
**REPORTS TO:** Senior HR Generalist  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Provides professional and administrative assistance and service to the Pueblo of Isleta in support of the Human Resources Department. Serves as a point of contact for consultation, coordination, and liaison for personnel issues on a range of recruitment, hiring, and policy interpretation. Plans, organizes, and supervises all functions required to operate and maintain the WIOA and Summer Intern program activities.

*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:**

- Ensures recruiting practices promote customer satisfaction for employees and candidates for employment.
- Establishes and maintain rapport with community agencies and academic institutions.
- Assists in the preparation of job fairs, Pueblo recruitment drives WIOA and Summer Intern and Human Resources events; evaluates trends in recruitment and the job market to recommend recruitment strategies.
- Participates in providing recruiting services to departments as needed; reviews minimum qualification standards and checks internal and external applicant pool for qualified candidates; screens qualified applicants.
- Performs reference checks on all potential new hires, coordinates schedules drug and alcohol screens, and follows up on results.
- Assists in the processing of new hire paperwork.
- May assist in unemployment claim and provides representation at unemployment hearings.

- Monitors expenses for adherence to WIOA budget; performs regular audits to verify accuracy and advises management of any issues.
- Ensures compliance with various applicable federal, state and tribal regulations.
- Prepares program and financial reports to assess effectiveness of WIOA and Summer Intern programs for HR Director.
- Partners with local and state employment agencies to provide assistance in employment and training for applicants.
- Completes and submits all federal reporting on WIOA activities to grants and contracts department and DOL funding agency.
- Plans employment and training activities for WIOA participants to keep in compliance with federal, state and POI policies.
- Attends a variety of meetings to discuss WIOA and participants.
- Conducts intake with new WIOA participants. Counsel's WIOA participants regarding employment problems.
- Provides weekly reports on employment activity, WIOA activity, and Summer Internships.
- Conducts exit interviews on WIOA and Summer Internships to measure success of programs.
- 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.
- Other duties as assigned.

#### **SUPERVISION RESPONSIBILITIES:**

- Provides guidance and oversight to program participants.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's Degree in Human Resources or related field.
- Senior Professional Human Resources (SPHR), Professional Human Resources (PHR) Certification, or Tribal Human Resources Professional (THRP) preferred.
- Three years of progressive work experience in Human Resources with an emphasis in job recruitment.
- Program management experience.
- 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.
- Must have fingerprinting completed prior to employment.

#### **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 WIA and Internship programs.
- Knowledge of principles, practices and trends in recruitment and employment; compensation and benefits; record-keeping systems; and performance development and evaluation systems.
- Skill in organizing resources and establishing priorities.
- Skill in interviewing techniques.
- Skill in operating business computers and office software programs including data entry.
- Skill in coaching and consulting management and executive level employees.

- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Proficiency 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 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 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.

**EMPLOYEE'S CERTIFICATION:**

I acknowledge receipt of this job description and my supervisor has discussed it with me.