



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

VACANCY ANNOUNCEMENT

POSTING NO: 213505-26

OPENING DATE: 08/26/2026/2026

CLOSING DATE: Until Filled

POSTED: IN/OUT

POSITION: HR Benefits & Employee Relations Coordinator

PAY GRADE: E6 (\$30.74 - \$ 47.88)

FLSA STATUS: Exempt

DEPARTMENT: Human Resources

REPORTS TO: Director of Human Resources

JOB PURPOSE: Provides leadership coaching and counseling to supervisors and managers on employee development, performance management, corrective action, and disciplinary processes to promote accountability, consistency, and workforce effectiveness. Works independently with minimal supervision and instruction while maintaining a high degree of confidentiality and professionalism. Serves as a trusted resource in preventing and resolving workplace conflict and ensuring the consistent interpretation and application of Pueblo policies, procedures, and employment practices. Responsible for the day-to-day administration of Pueblo's employee benefit programs, including the development, recommendation, implementation, and communication of benefit plans and policies. Provides guidance and assistance to employees regarding benefits, takes ownership of benefit enrollment processes, and manages relationships with benefit vendors to ensure effective service delivery and employee support.

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.

Effective February 2026



- 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.
- Develops and maintains procedural guidelines and standard operating procedures to ensure benefit plans are administered according to requirements and regulations.
- Responds to inquiries and assists employees with enrollment procedures and requirements.
- 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.
- Research, retains, and advises Management of all applicable information related to employee relations programs to include tribal, federal and state laws and regulations.
- Organizes payment of benefit invoices and billings through purchase orders and audit procedures.
- Conducts training to management and supervisors relating to policies.
- Enhance 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.
- Works with benefits carriers and management to design and develop benefit implementation strategies and plans; assists in the evaluation of requests for proposals involving benefits.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Provides training for accounting clerks and other clerical staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associate's 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.

Effective February 2026



- 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.

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.



EMPLOYEE'S CERTIFICATION:

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

Employee's Signature

Date