



TRIBAL PERSONNEL DEPARTMENT

JOB TITLE: Director of Human Resource/Personnel
SUPERVISOR: Tribal Administrator
LOCATION: William Wildcat Tribal Building
POST DATE: September 1, 2020
CLOSING DATE September 15, 2020

General Description: The primary responsibility of this position is to manage and oversee Human Resource Programs and staff activities ensuring that the Human Resource/Personnel process management, integrity and confidentiality are maintained.

Qualifications: Bachelor's Degree in Business Management, Human Resource or other related discipline required. Five (5) years progressively responsible experience in Human Resources with exposure to compliance, HRIS, payroll, recruitment and Human Resource programs and processes and process improvement activities is required. Prior managerial/supervisory experience managing people, work teams and projects is required. Experience in a Native American business environment is preferred.

Salary: \$25.00-\$30.00 per hour, dependent on qualifications.

How to Apply: Submit your application for employment, resume, and three letters of recommendation along with the notarized Release of Information. Applications and detailed job descriptions can be obtained via Lac du flambeau Tribal website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Exempt Position Description

A. TITLE OF POSITION: Director of Human Resource/Personnel

B. DEPARTMENT: Human Resources

C. SUPERVISOR'S TITLE: Tribal Administrator

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to manage and oversee Human Resource Programs and staff activities ensuring that the Human Resource/Personnel process management, integrity and confidentiality are maintained.

1. Manages the workflow activities of the recruitment, compliance, record keeping information system, payroll, benefit and performance appraisal activities and functions.
2. Responsible for the management and performance of the human resource/personnel staff including recruitment, scheduling, performance reviews, disciplinary actions, payroll and training and development activities.
3. Responsible for managing human resource/personnel compliance activities including drug screening, unemployment compensation, ADA, FMLA, wage and hour, I-9, worker's compensation, Native American preference and Harassment as related to law, tribal ordinances, regulatory agencies and Lac du Flambeau Tribe Policies and Procedures.
4. Monitor the management, input and integrity of all Human Resource/Personnel systems that includes AS/400, Kronos and other HRIS Systems.
5. Responsible for overseeing elements of the recruitment and employment processes including, selection, interviewing, reference checking and applicant source development.
6. Monitor and manage all aspects of the Lac du Flambeau drug-screening program including new hire, random screening and other parameters.
7. Responsible for managing payroll activities including payment of wages, withholdings paid leave time and other associated payroll activities.
8. Responsible for the daily management of all employee leave programs, including personal time, leave of absence and FMLA.
9. Responsible for maintaining and modifying the Lac du Flambeau Tribal employee handbook to ensure policies, programs, and procedures reflect current human resource/personnel practices and are compliant.
10. Responsible for monitoring the integrity of all employee information including databases and personnel files.
11. Respond to all initial unemployment compensation claims and attends administrative court as necessary.
12. Provide interpretation of policies and guidance to managers in respect to policy clarification and disciplinary activities.
13. Responsible for the dissemination of information or reference information to third party sources in respect to current or former employees.

14. Provide assistance and information to all customers of the Human Resource/Personnel Department as related to areas of responsibility.
15. Develop, implement and maintain employee reward and recognition programs.
16. Create and distribute all employee communications including memos and newsletters.
17. Define and recommend process improvement/enhancement and processes for Tribal Administrator review and approval.
18. Responsible for developing, implementing, maintaining an analyzing metrics and metric reporting systems related to all human resource/personnel activities.
19. Responsible for participating in the development and adherence to Human Resource/personnel department budget including forecasting and budgeting expenses.
20. Responsible for coaching, counseling and mentoring employees to achieve enhanced performance, employee satisfaction and employee career development.
21. Understand and execute or assist with all position responsibilities of Human Resource/Personnel staff as necessary.
22. Responsible for communicating with administration, managers, and associates changes and enhancements in respect to the Human Resource/Personnel department procedures and processes.
23. Participate in individual and group enhancement/improvement activities.
24. Perform other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** continuous sensitive contact with employees and managers at all levels of the organization.
2. **External:** contact with applicants, suppliers, regulatory agencies and third-party organizations

F. SUPERVISORY RESPONSIBILITIES: Responsible for direct supervision of Human Resource/Personnel employees.

G. SUPERVISION RECEIVED: Operates independently with supervision received for the Tribal Administrator.

H. EDUCATION: Bachelor's degree in Business Management, Human Resource or other related discipline required.

I. EXPERIENCE: Five (5) years progressively responsible experience in Human Resources with exposure to compliance, HRIS, payroll. Recruitment and Human Resource programs and processes and process improvement activities as required. Prior managerial/supervisory experience managing people, work teams and projects is required. Experience in Native American business environment is preferred.

J. SKILLS AND REQUIREMENTS: Most possess exceptional interpersonal communication, delegation, problem solving, prioritizing, organizational, time management and people project management skills. Must be proficient in PC's related software and possess a thorough understanding of employment law and tribal ordinances. Must be able to manage and maintain confidential and sensitive information with diplomacy and tact. Must maintain a professional demeanor in stressful situations as necessary.

K. WORKING ENVIRONMENT:

Work conditions: Normal office conditions

Exposure to hazards: No exposure to hazards.

Physical Requirements: Majority of position responsibilities includes sitting, standing, or operating office equipment.

L. BEHAVIOR: The vision, goals, and objectives of the Lac du Flambeau band of Lake Superior Chippewa Indians requires the Director of Human Resources and Personnel to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers, and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to and pass a drug test prior to commencing employment and random thereafter. Criminal background check must be completed if applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lake du Flambeau Band of Lake Superior Chippewa Indians.