

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Human Resources Director
Department: Human Resources
Starting Pay: Depending on Qualifications
Full Time: 40 Hours/Week
Exempt: Yes/Salaried
Supervisor: Tribal Operations Manager

Posting Date: In-House

Opens: June 27, 2024

Closes: July 5, 2024 at 4:30 pm

Posting Date: Public

Opens: July 8, 2024

Closes: July 22, 2024 at 4:30 pm

Posting Date: Public

Opens: August 1, 2024

Closes: Open Until Filled



To be considered for this position, please submit the following to the Human Resources Office at the Chief Blackbird Center:

- Bad River Tribal Application
- Cover Letter & Resume
- A minimum of three (3) professional references – no relatives
- Proof of Education: Transcripts with the degree conferral date or a copy of the diploma
- A writing sample: Any professional work product prepared exclusively by the applicant

Summary: The Human Resources Director is responsible for development and implementation of Bad River Human Resources Department through assessment of strengths and gaps in the tribe's overall human resources system, making recommendations for improvement, and providing guidance to tribal government departments for implementation. Provides leadership to the Human Resources team.

Essential Duties and Responsibilities include the following. Other duties may be assigned by the Tribal Operations Manager and/or the Executive Director.

1. Establish and maintain an effective Human Resources management system for the Bad River Tribe, including:
 - a. Efficient recordkeeping and reporting
 - b. Recruitment
 - c. Job descriptions
 - d. Application procedures, interviewing, and selection
 - e. Reference and background checks
 - f. Onboarding and orientation
 - g. Conflict resolution, employee conduct, and corrective action
 - h. Drug testing procedures
 - i. Education, training, and workforce development
 - j. Organizational structure and supervision
 - k. Job performance procedures

2. Conduct an environmental scan of the Human Resources Department to identify strengths and areas for improvement.
3. Create and implement an improvement plan with a timeline.
4. Update policies and procedures as needed for clarity to employees and supervisors.
5. Administer the employee benefits program, including the Employee Assistance Program (EAP).
6. Oversee the implementation of the Employee Substance Abuse Policy and procedures.
7. Manage the Tribal Employment Rights Ordinance (TERO) and supervise the TERO Officer and compliance projects.
8. Process employee complaints and grievances according to policy and timelines.
9. Provide consultancy and guidance to department managers on policy and procedure implementation.
10. Monitor federal and state HR laws, rules, and regulations, and represent the tribe at hearings as required.
11. Ensure appropriate internal controls within the Human Resources Department.
12. Administer direct and indirect compensation.
13. Plan for immediate and long-term staffing needs in alignment with the Bad River strategic plan.
14. Coordinate employee appreciation events for tribal government employees.
15. Attend Tribal Council Meetings for final approval of position selections.
16. Perform other duties as assigned by the Tribal Operations Manager and/or the Executive Director.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Supervisory Responsibilities: HR Director provides leadership, direction and supervision to the HR team consisting of the Human Resources Assistant, Benefits Specialist and Background Investigator.

Education and/or Experience:

Required:

1. Four (4) year degree (B.S. or B.A.) in Human Resource Management; or; Any four (4) year degree with adequate experience in Human Resource Management in a tribal setting or public organization (2-4 years); or;
2. AA degree in Human Resource Management or related field with six (6) years' experience working in the Human Resource field. Must clearly define experience in resume.

Other Skills and Abilities:

1. This position requires a valid driver's license and eligibility for tribal insurance.
2. Supervisory and management experience required.
3. Experience in developing strategies, setting goals and objectives, and anticipating obstacles is required. Leadership skills are essential.
4. Must have excellent interpersonal skills.
5. Experience in budget planning, recruitment advertising, and general administration required.
6. A broad understanding of job analysis, TERO, EEO law, personnel record keeping, onboarding, employee benefits, performance evaluation systems, and salary structure administration is required.
7. Ability to objectively evaluate situations, mediate, and resolve interpersonal conflicts.
8. Ability to establish and maintain cooperative, supportive relationships between departments.
9. Computer proficiency specifically experience with Outlook, OneNote, Microsoft Apps (Word, Excel, PowerPoint, Teams, etc.), Zoom, GoToMeetings, BambooHR, TMS, and adaptable to evolving software is required.

Background Check:

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

1. Must have the ability to communicate effectively & professionally with other staff, managers, supervisors and elected leadership.
2. Must possess excellent oral and written communication skills.
3. Knowledge of computers and software, computer applications, and good typing skills
4. Ability to work in diverse settings and communicate effectively with a broad range of individuals.
5. Maintain strict compliance with Privacy Act requirements and the tribe's Confidentiality Policy.

Reasoning Ability:

1. Sound judgment and capability to respond to unusual circumstances. Ability to work under deadlines and within an environment which is occasionally stressful.
2. Must possess problem-solving skills and be able to deal constructively with conflict.
3. Ability to plan and coordinate varied complex situations.
4. Ability to work independently, to implement the tribe's strategic goals related to human resource management.
5. Must be stable, dependable and self-motivated; possess initiative.
6. Must be highly organized and efficient.
7. Knowledge of team building strategies.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting to 25 lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov