

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Human Resources Specialist *(formerly known as HR Assistant)*

Department: Human Resources

Hourly Rate: \$17.00-\$20.00 DOQ

Full Time: 40 Hrs/Week

Exempt: No/Hourly

Supervisor: Human Resources Director

Posting Date: In-House

Opens: July 16, 2024

Closes: July 22, 2024, at 4:30 pm

Posting Date: Public

Opens: July 23, 2024

Closes: August 6, 2024, at 4:30 pm

Posting Date: Public

Opens: August 7, 2024

Closes: Open Until Filled



Summary: The Human Resources Assistant reports to the Human Resources Director and is responsible for the day-to-day administration of policies and programs typically covering the following accountabilities: recruitment, compensation, training, employee relations, personnel research, performance management, and other secretarial and administrative duties as assigned.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Supports the day-to-day efficient operation of the HR office.
- Establishes proactive Employee Relations Programs that promote the development of the workforce.
- Supports and implements training initiatives.
- Provides support and coaching to management teams in all planning-related processes.
- Assists with time and attendance recording and processing.
- Assists with all Human Resources programs.
- Serves as a communication link to the Tribal Council.
- Oversees and manages the recruitment process, including job description writing, job postings, applicable website and file maintenance (Bad River Tribal, Indeed.com), interview set-up, Tribal Council hires, all new hires, and all applicable documentation involved in this process.
- Maintains compliance with Tribal, Federal, and State regulations regarding employment.
- Conducts new hire orientations.
- Implements local policies and procedures to ensure compliance with the Tribal Ethics and Compliance procedures.
- Assists in monitoring and administration of the Performance Management Process.
- Maintains accurate records within the Human Resources system and compiles reports from all applicable HRIS databases.
- Assistance with employee relations counseling and exit interviews.
- Assistance in writing and developing policies.

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.

Education and/or Experience:**Required:**

- High School Diploma or equivalent is required.
- A minimum of 3 years of office or Human Resources experience is required.

Preferred:

- Associate's degree preferred.

Other Skills and Abilities:**Required:**

- This is a required driver position, must possess a valid state driver's licensed adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.
- Detail orientation.
- Conflict management.
- Proficiency with computers and software programs.
- Strong knowledge of office procedures.
- Ability to communicate effectively, both oral and written.
- Must be willing and able to work other hours than scheduled, including Tribal Council meetings, seminars, and training as appropriate.
- Ability to prioritize and organize the work schedule.
- Proficiency and understanding of the Microsoft Office Suite and HRIS systems.
- Demonstrates business maturity and integrity, especially when dealing with highly confidential information.
- Ability to work collaboratively with all departments and management levels within the Tribal operations.
- Understands and adds value to the Tribal Operation.
- The ability to deliver and execute high-quality and consistent Human Resources processes and services.

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:

Critical listening, speaking, reading, and writing

Reasoning Ability:

Understands the cause and effect of relationships, and logical reasoning to maintain non-bias in the workplace.

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. Sedentary work with some standing and walking required. There is occasional lifting, up to 25 pounds, and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those an 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 levels in the work environment are usually moderate.

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