



Job Title: DIRECTOR

Department /Office: Office of Human Resources/Payroll

Reports to Whom (title): Executive Director

Salary / Hourly Range: 65

Job Classification Code: 9410

Level of Background Check: 1B

Status: EXEMPT; Full-time, Part-time, Temporary

Driving Required: Yes, As Required

Revised: 12/11/2013

JOB DESCRIPTION:

The Director leads and manages the overall Human Resources services, payroll, policies, and programs for the Hopi Tribe. The Director coordinates implementation of services, policies, and programs through Human Resources/Payroll Staff, reports to the Executive Director and assists/advises Hopi Tribal Department Directors, Managers/Supervisors regarding Human Resources related topics. The Director leads Human Resources emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of the Tribe's workforce.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Directs and oversees the full scope of Human Resources. Manages and leads staff in all HR Disciplines but not limited to the areas of organizational structure, recruiting and staffing, classification and compensation, employee database maintenance, payroll processing, safety, worker's compensation, benefits administrations, employee relations, orientation/training/development/ and policy/procedure development. Interprets personnel policy and procedures manual.
2. Develops, plans and administers the Office of Human Resources budget.
3. Manages and oversight of payroll processing to include payroll administration, payroll accounting, payroll taxation, payroll laws and regulations that pertain to Tribe's; Manages Core Payroll Concepts such as worker status, FLSA (Fair Labor Standards Act), employment taxes, taxable employee benefits, fringe benefits, employer forms, ACH process, pre-notification process, banking regulations, DOL (Department of Labor) regulations, Internal Revenue Service (I.R.S.) regulations impacting payroll, deferred compensation regulations, federal tax requirements, taxation of wages, involuntary deductions, voluntary deductions, and payroll IT systems.
4. Asses and designs Total Compensation Strategy by leading and recommending changes in benefits and retirement plans offered to Tribal employees aimed at attracting and retaining human capital; Director supervises Human Resources vendors, consultants, training specialists, insurance carriers, third party administrators, record keepers, benefits legal advisors, pension administrators, and other outside sources as needed to support Human Resources.
5. Leads Talent Acquisition through recruiting, staffing, and separation of employees; Oversees new employee process, assuring the new employee receives proper and timely orientation; Oversees employee evaluation process, identifies and works to establish employee action plans. Provides programs with assistance to design and implement training strategies to sustain and develop employee knowledge/skills. Investigator/Adjudicator on background investigation, driving records and manages drug/alcohol testing program.
6. Participates in executive, management, and tribal meetings and attend other meetings as directed or requested by various tribal departments or outside entities; is the lead advisor on personnel issues and topics requiring human resources expertise throughout the Hopi Tribal organization.
7. Interprets labor laws, consults on employee relation issues and determines best practices necessary to establish a positive employer-employee relationship, advise and recommend counseling, conflict resolution tips or mediation; conducts investigations or coordinates grievance procedures to handle complaints resulting from management and employees disputes.
8. Reviews, guides, and approves management recommendations for employee terminations; provides guidance on major organizational planning issues such as the expected impact of reductions in work force, reorganizations or changes involving various departments. Works with affected departments to ensure proper and timely resolution.
9. Leads Tribe's compliance with all existing governmental and labor legal and government reporting requirements. Maintains minimal tribal exposure to lawsuits and protection of tribal sovereignty.
10. Participates and or conducts annual salary surveys and recommends, and implements equitable compensation programs. Keeps the executive team informed of significant problems that might jeopardize the achievement of goals, and those that are not being addressed adequately at the line management level.
11. Ensures employee records are properly maintained and secured per record keeping requirements of the Tribe.
12. The Human Resources Director assumes other responsibilities as assigned to meet the goals of Human Resources and the Hopi Tribe.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is mostly sedentary and performed in a standard office environment. Work is sometimes performed on the weekends, evenings, and holidays, if necessary, in order to get the work completed. Travel is required on and off the reservation.

MINIMUM QUALIFICATIONS:

1. **Required Education, Training and Experience:**

A. Education: Master's Degree in Human Resources Management, Business Administration or in closely related field of study;

AND

B. Experience: Ten (10) years of management experience related to human resources to include experience in employment law, classification and compensation, organizational planning, organizational, development, employee relations, benefits and training preferred

OR

C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. **Required Knowledge, Skills and Abilities:**

A. Knowledge:

- Knowledge of all HR Disciplines, such as Classification, Compensation, Employee Relations, Benefits, Safety, Staffing, and Organizational Development
- Knowledge of Payroll Administration, Payroll Reporting, Payroll Accounting, Payroll Taxation and Payroll Systems
- Knowledge of Strategic Management Approach to Human Resources
- Knowledge of strategic planning and negotiation, program evaluation and forecasting
- Knowledge of tribal, federal and state funding sources, application process, reporting requirements and regulations
- Knowledge of the socio-economic realities of the Hopi Reservation
- Knowledge of Benefits Administration, Department of Labor (DOL) Wage & Hour, Fair Labor Standard Act (FLSA), Employee Retirement Income Security Act (ERISA) and related employment laws.
- Knowledge of federal rules and regulations governing retirement pension plans
- Knowledge of Internal Revenue Service laws that pertain to Native American Indian Tribes

B. Skills:

- Skill in verbal and written communications
- Skill in managing staff in working with others to gain willing cooperation and consensus
- Skill in organizational development and project planning
- Skill in providing excellent customer service and public relations
- Skill in use of computer in Microsoft Office products and HRIS databases

C. Abilities:

- Ability to develop, implement and administer operational department plan
- Ability to work with various governmental agencies, private business and villages
- Ability to analyze systems process failures and take appropriate corrective action
- Ability to effectively motivate and manage a staff of professional and support personnel
- Ability to do multi-tasking and complete assignments with term timelines

NECESSARY SPECIAL REQUIREMENTS:

1. The candidate must successfully complete & pass the following pre-employment screening in accordance with Hopi Tribal Management Policy:
2. Possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defense Driving Course.

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