



HUMAN RESOURCES GENERALIST

Office of Human Resources

Reports To: HR Director
Salary/Hourly Range: 38
FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 03/27/2017

INTRODUCTION

This position is responsible for providing support to the Director of Human Resources in all disciplines of Human Resources including but not limited to employee relations, employee benefits, staffing, safety, classification & compensation, and any other duties as assigned.

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. Assists the Director of Human Resources in communicating and providing guidance to internal and external customers on complying with Hopi Tribe's Personnel Policies & Procedures Manual and Fiscal Management Policies; reviews and determines best course of action on issues presented; seeks guidance on complex issues from the Director of Human Resources.
2. Coordinates functions & activities in accordance with applicable policies, laws & regulations and accepted principles & practices with emphasis on building strong, strategic partnerships with Tribal management in all HR related areas & maintains clear and consistent communications with supervisor and customers to minimize errors and recommending the best course of action on issue presented or work assigned.
3. Assists Sr. HR Generalist with Staffing & Recruitment, include but not limited to: provides technical assistance and advisement on hiring, transfers & promotions and terminations, receives & assesses job applications, conducts reference & background checks, coordinates interviews, processes all correspondence for interviews, selection, non-selection, etc.; conducts employment testing; prepares interview material & other required documents; attends and provides guidance to interview panel on rules & procedures, etc.; makes offers of employment; negotiates employment terms & conditions; processes paperwork for new hires, transfers, promotions and terminations.
4. Assists the Director and Sr. HR Generalist with Employee Relations, include but not limited to: familiarizes employees and supervisors of the functions, services, and procedures of Employee Relations, provides pertinent training opportunities to employees and supervisors, provides guidance on establishing and conducting performance appraisals, serves as a para-professional employment counselor and labor relations facilitator in mediating disputes, maintains case files on disputes filed, convenes and orientates the Dispute Review Panel on the processes and procedures.
5. Assists the Director and Sr. HR Generalist with general Employee Benefits inquiries from employees.
6. Assists the Director and Sr. HR Generalist with Classification & Compensation, include by not limited to: provides guidance on the classification & compensation processes, provides guidance on the Position Questionnaire (PDQ) forms, creates, updates or revises position descriptions.
7. Responsible for maintaining assigned department correspondence, maintaining employee files of assigned department, monitors leave accruals, files pertinent employee documents, ensures all documents are treated in strict confidentiality, etc.
8. Works collaboratively with other HR Staff in preparing vacancy announcements; conducting new employee orientation, coordinating employee incentives & activities, conducting motivational seminars/training, coordinating special events, conducting salary surveys, coordinating open enrollment benefit sessions, preparing related material/brochures, etc.
9. Politely greets visitors and telephone callers; ascertains the nature & purpose of visit; assists customers by providing pertinent information about the office, functions & activities, policies & procedures, office staff, etc.; provides a high level of customer service.
10. Maintains confidential records and a strict level of confidentiality.
11. Performs other related duties as assigned or authorized to achieve Program/Tribal goals and objectives.

PERSONAL CONTACTS

Contacts are with employees within/outside the immediate work area, personnel of other agencies, public & private sector businesses/organizations and the general public.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. The work may extend beyond the normal eight (8) hour daily schedule. Travel on and off the Hopi reservation to conduct business is required.

MINIMUM QUALIFICATIONS

1. Required Education, Training and Experience:

Education: Bachelor's degree in Human Resources Management, Public or Business Administration or closely related field;

AND

Experience: Five (5) years of progressively responsible work experience in human resources or public administration

OR

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

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of modern principles and practices of Human Resources and Public Administration to include Tribal Government;
- Knowledge of strategic, long & short-term planning and program evaluation;
- Working knowledge of department operational activities, mission and client service requirements;
- General knowledge of tribal, federal & state funding sources, laws, ordinances, regulations and application processes;
- Knowledge of the socio-economic realities existing on Indian Reservations and nearby areas;
- Knowledge of Organizational Behavior;
- Knowledge of basic HR Disciplines.

Skills:

- Skill in writing & verbal communications;
- Skill in managing complex customer inquiries;
- Skill in organizational/employee development & assessment and project planning;
- Skill in providing internal & external excellent customer service and public relations.

Abilities:

- Ability to manage/file case histories and reports;
- Ability to assist with analyzing problems and identify alternative solutions;
- Ability to effectively management multiple and changing priorities;
- Ability to work with a positive attitude, establish and maintain professional working relationships with all contacts;
- Ability to adhere to strict timelines/deadlines in completing assignments;
- Ability to work independently and handle multiple tasks;
- Ability to maintain strict confidentiality of employee/client records and information;
- Ability to follow verbal and written instructions to complete assignment;
- Ability to liaise with various governmental agencies, private businesses and development representatives;
- Ability to analyze & assess systems failures and develop appropriate corrective action;
- Ability to review and assess capabilities and performance of subordinate staff;
- Ability to assist with providing guidance on the approved personnel policies & procedures.

NECESSARY SPECIAL REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
3. Must be able to pass mandatory and random drug & alcohol screening.
4. Must not have any felony convictions.
5. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.