



HUMAN RESOURCES GENERALIST

Office of Human Resources

Reports To: HR Director
Salary/Hourly Range: 45
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 06/24/2021

INTRODUCTION

This position performs work of moderate difficulty by providing technical and administrative support in all Human Resources (HR) disciplines including but not limited to Staffing & Recruitment, Employee Relations, Employee Benefits, Classification & Compensation, and Training & Development. The HR Generalist position is responsible for maintaining confidential information and upholds strict confidentiality.

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 policy guidance to internal and external customers on complying with Hopi Tribe's Personnel Policies & Procedures Manual; reviews and determines best course of action on personnel issues presented and assists in resolution; seeks guidance on complex issues from the Director of Human Resources.
- 2) Oversees office issues in absence of the Director of Human Resources; may be called upon to participate on committees; attend and participates in professional groups; conduct presentations to Hopi Tribal Council, Budget Oversight Team, etc.; attends village and community meetings to provide technical assistance regarding Human Resources functions, if necessary.
- 3) Responsible for data entry, verification, and approvals of personnel information such as new hires, promotions, salary, account numbers, disciplinary actions, certifications, conditional hire agreements, background check clearances, performance reviews, employment separations, etc. into the Human Resources Information System (HRIS).
- 4) Staffing & Recruitment includes 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
- 5) Employee Relations include but not limited to; provides guidance to employees and supervisors over 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, convenes and orientates the Dispute Review Panel; investigates and resolves complaints.
- 6) Employee Benefits Program include but not limited to; enrolls, dis-enrolls, changes and or terminates employee benefit coverage(s) for employees and or spouses/dependents to include medical, dental & vision insurance, life insurance, disability insurance, unemployment insurance, worker's compensation insurance, retirement pension, sick & vacation leave and related cash & non cash benefits; keeps employees apprised of changes made to the benefit plans, keeps up on the trends affecting the benefit plans and 401(K) retirement plan, maintains consistent communication with employees, and conducts follow-ups with all appropriate parties.
- 7) Classification & Compensation includes but not limited to; provides guidance to supervisors and employees on the purpose and intent of the classification & compensation processes; creates, updates or revises position descriptions, provides technical assistance with organizational & staffing analysis and planning; conducts mini salary surveys of small classifications.
- 8) Assists with periodic reviews and re-writes of the policies & procedures manual; reviews policy recommendations of compliance with labor laws; consults legal counsel to ensure that policies comply with applicable employment laws; prepares and maintains employee handbook; ensures proper interpretation of the same.
- 9) Responsible for maintaining assigned department correspondence; maintaining employee files of assigned departments, ensures all documents are treated with strict confidentiality, etc.

- 10) Works collaboratively with HR staff in preparing vacancy announcements; conducting new employee orientation, coordinating employee incentives & activities, conducting seminars/training, coordinating special events, conducting salary surveys, coordinating open enrollment benefit sessions, preparing related material/brochures, etc.
- 11) Performs other related duties as assigned or authorized to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

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

Experience: Four (4) years of progressively responsible work experience in human resources or public administration, which includes two (2) years of supervisory responsibilities; OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- 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.
- Knowledge of department operational activities, mission and client service requirements.
- 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 Management and Business Acumen.
- Knowledge of Benefits Administration, Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), Health Insurance Portability and Accountability Act (HIPAA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Employee Retirement Income Security Act (ERISA) and other related HR Disciplines, laws regulations, policies, and ordinances.
- Knowledge of federal rules & regulations governing retirement pension and benefit plans.
- 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.
- Ability to write case histories and reports.
- Ability to analyze problems and identify alternative solutions.
- Ability to effectively manage multiple and changing priorities.
- Ability to work with a positive attitude, establish and maintain professional working relationships with all contacts.
- Ability to develop, plan, implement and administer management.
- 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 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 performances of subordinate staff.
- Ability to enforce 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) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.