



## HUMAN RESOURCES TECHNICIAN

Office of Human Resources

Reports To: HR Director  
Salary/Hourly Range: 40  
FLSA Status: NON- EXEMPT

VALID DRIVER'S LICENSE REQUIRED  
PD Revised: 6/24/2021

### **INTRODUCTION**

This position performs work of moderate difficulty by providing technical and administrative support in all Human Resources (HR) disciplines; responsible for data entry and control functions for all personnel data; processes and verifies changes to employee data and distributes output. The HR Technician 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) 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).
- 3) Coordinates development and reconciliation of employee files, enters data, computes and posts wages; reconciles errors to reflect accurate records; calculates complex retroactive salaries per negotiated contracts; determines, analyzes, and adjusts annual retirement contributions and coding; implements and balances data to produce retroactive warrants in addition to normal payroll production; prepares and inputs employee data into computer software system.
- 4) Maintains and audits retirement contributions for the 401 (k), Medical Plans, assist with reviewing and processing enrollment and termination forms for submission to the Hopi Tribe retirement and medical plans.
- 5) Interprets human resources procedures and responds to inquiries concerning personnel information to employees, supervisors, management, and software vendors. Releases information/data in accordance with guidelines of the laws and established policies & procedures.
- 6) Participates in audits of Human Resources; provides information on related activities, i.e., taxes, fringe benefit insurances and other related data.
- 7) 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 recommend the best course of action on the issue presented or work assigned.
- 8) Provides technical assistance to the Human Resources staff including but not limited to Staffing & Recruitment, Employee Relations, Employee Benefits, Classification & Compensation, Training & Development to meet program goals & objectives.
- 9) Responsible for maintaining assigned department correspondence, maintaining employee files, and ensures all documents are treated with confidentiality.
- 10) Works collaboratively with other HR staff in preparing vacancy announcements; conducting new employee orientation, coordinating employee incentives & activities, conducting seminars/training, coordinating special events, coordinating open enrollment benefit sessions, preparing related material/brochures, etc.
- 11) Performs other related duties as assigned and authorized to achieve Tribal/Program goals and objectives.

## **MINIMUM QUALIFICATIONS**

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

Experience: Two (2) years responsible administrative and technical support experience in Human Resources or Public Administration; 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 and skill in use of computer software systems and programs (i.e. Microsoft, Word, Excel, Access, etc.)
- 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 management 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 performance 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.