



DIRECTOR OFFICE OF HUMAN RESOURCES

Reports To: CHIEF ADMINISTRATIVE OFFICER
Salary/Hourly Range: 65
FLSA Status: EXEMPT; FULL-TIME

VALID DRIVER'S LICENSE REQUIRED
PD REVISED: 02/17/2025

INTRODUCTION

The Human Resources Director is part of the Hopi Tribe's senior leadership team and is responsible for overseeing the Tribe's human resource functions including recruitment, employee relations, payroll, benefit administration, compliance, training, compensation, and performance management. The Director leads and manages the overall Human Resources services, policies, and programs for the Hopi Tribe. The Director coordinates implementation of services, policies, and programs through Human Resources, reports to the Chief Administrative Officer (CAO), assists and advises Hopi Tribal Department Directors, Managers and Supervisors regarding Human Resources related topics. Director oversees the recruitment process to ensure effective talent acquisition and retention. Develop and implement strategies to attract and retain high-quality candidates. Develop and implement team member development and training programs to enhance skills and career growth. Create and revise position descriptions, screen applicants, conduct interviews, administer assessments and reference checks as needed. The Director leads Human Resources to emphasize 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 operations. Manages and leads in 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. Maintains and updates the Hopi Tribe Human Resources Policies & Procedures Manual. Consults with the Office of General Counsel to ensure legal compliance of the organization as needed. Presents Human Resources update at quarterly board meetings with the Chief Administrative Office, Chairman, Vice-Chairman and Hopi Tribal Council when necessary or as requested.
3. Serves as a voting member of the Hopi Tribes Benefits Committee in the administration of the employee health benefits and 401(k) employee retirement plan. Works with the Employee Benefits Committee to negotiate with insurance companies, brokers or agencies with respect to premiums, terms and conditions, renewals and modifications of insurance contracts and the retirement services.
4. Develops, plans, and administers the Office of Human Resources fiscal year budget to include Goals & Measurable Objectives, Budget Justification, Consolidated Salary Sheet, Budget Summary, using the Hopi Tribe's Cost Codes.
5. 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, Fair Labor Standards Act, employment taxes, taxable employee benefits, fringe benefits, employer forms, ACH process, pre-notification process, banking regulation, U.S. Department of labor regulations, Internal Revenue Service regulations impacting payroll, deferred compensations regulations, federal tax requirements, taxation of wages, involuntary deductions, voluntary deductions, and payroll IT systems.
6. 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 actively works with Human Resources vendors, consultants, training specialists, insurance carriers, third party administrators, record keepers, benefits legal advisors, pension administrators, and other outside persons and resources as needed.
7. Leads Talent Acquisition through recruiting, retaining, staffing, and separation of employees; Oversees new employee process where new employee receives proper and timely orientation; Oversees employee evaluation process and works with Directors and Managers to ensure they are completed annually, identifies and works to establish employee action plans. Provides programs with assistance to design and implement training strategies to sustain and develop employee knowledge and skills. Serves as Investigator/Adjudicator on background and in-house investigation, driving records.

8. Manages the Hopi Tribe's Drug & Alcohol Program to uphold the Tribe's Drug and Alcohol use policy of zero tolerance for the unlawful use, possession, sale, manufacturing, consumption or distribution of alcohol and controlled substances in the workplace or while serving on behalf of the Hopi Tribe. Enforces any infractions of the policy shall result in immediate termination and such action cannot be grieved.
9. Participates in executive, management, and tribal meetings and attends 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.
10. Interprets labor laws, consults on employee relation issues and determines best practices necessary to establish a positive employer-employee relationship, advises and recommend counseling, conflict resolution tips or mediation; conducts investigations or coordinates grievances procedures to handle complaints resulting from management and employees disputes.
11. Oversees the Grievance Policy to provide fair and equitable treatment to employees. Determines if an employment issue warrants a hearing by an Administrative Hearing Officer.
12. 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.
13. Leads Tribes compliance with all existing governmental and labor legal government reporting requirements. Maintains minimal tribal exposure to lawsuits and protection of tribal sovereignty.
14. Conducts and coordinates bi-annual—salary surveys. Recommends and implements equitable compensation programs. Keeps the Chief Administrative Officer informed of significant problems that might jeopardize the achievement of goals, and those are not being addressed adequately at the line management level.
15. Ensures employee records are properly maintained and secured per Tribal, Federal and State record keeping requirements.
16. Oversees the preparation and maintenance of position descriptions, by working closely with the Department Directors and Managers. Conduct salary surveys with other Tribes, local area and statewide. Research specific job salaries as requested by Department Directors and Chief Administrative Officer. Administration of the job classification and compensations plans, including classifying and reclassifying positions.
17. Serves as an advisor to the Department Directors and employees in interpreting the Hopi Tribe Human Resources Policies & Procedures, processes and chain of command. Serves as an advisor on resolving various issues regarding employee relation matters, including counseling, mediation, discipline, discharge and more.
18. The Human Resources Director assumes other responsibilities as assigned to meet the goals of Human Resources and the Hopi Tribe.
19. Performs other duties as assigned or authorized to achieve Tribal/Program goals and objectives.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

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

MINIMUM QUALIFICATIONS

Education: Master's Degree in Human Resources Management, Business Management or closely related field.

AND

Experience: Eight (8) 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

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Hopi Tribal Government and administrative functions;
- Knowledge of research methods and policy formulation;
- Knowledge of salary administration/surveys and position classification;
- Knowledge of personnel selection, performance appraisals and employee relations;
- Knowledge of current insurance industry practices for group medical, dental, vision and life insurances;
- Knowledge of principles of benefit retirement plans;
- Knowledge of all HR Disciplines, such as Classification, Compensation, Employee Relations, Benefits, Safety, Staffing, and Organizational Development
- 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 Benefits Administration, Department of Labor (DOL) Wage & Hour, Fair Labor Standard Act (FLSA), Employee Retirement Income Security Act (ERISA), the Family Medical Leave (FML) and related employment laws.
- Excellent organizational skills,
- Excellent written, verbal and listening communication skills
- Skill in organizational development & project planning
- Skill in providing excellent customer service and public relations
- Strong leadership skills
- Ability to appropriately plan and organize; administer and prioritize; monitor and evaluate the work flow of projects and activities
- Ability to maintain the Tribe's and employees confidentiality and handle sensitive information in an appropriate manner
- Ability to handle complex employee issues and practice good and fair decision making in handling employee matters
- Ability to be self-motivated with a minimum of supervisory assistance
- Ability to develop, implement and administer operational department plan
- Ability to work with various governmental agencies, private business and villages
- Ability to effectively motivate and manage staff of professional and support personnel
- Ability to multi-task and complete assignments within set timelines

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. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must attain negative test result on mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of criminal misdemeanors at the local, state, or federal level within five (5) years of application.