



MOAPA BAND OF PAIUTES

MOAPA RIVER INDIAN RESERVATION

P.O. BOX 340

MOAPA, NV 89025

Telephone: (702) 865-2787

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JOB ANNOUNCEMENT

Title: Human Resources Benefit & Recruitment Specialist
Supervisor: Tribal Administrator
Salary: \$ DOE
Status: Full-time / Exempt
Opens: January 27, 2023
Closes: February 10, 2023

Job Summary:

The Human Resources Benefit & Recruitment Specialist focuses on recruitment management, employee retention, training, and benefit administration for all Tribal Departments and the Travel Plaza. The HR Benefit & Recruitment Specialist works in conjunction with the Human Resources Generalist, the Finance Department, and reports directly to the Tribal Administrator.

Duties:

1. Administer benefit eligibility and enrollment processes, including working with external partners for issue resolution and open enrollment.
2. Assist with workers compensation program.
3. Assist with FMLA requests and short term & long-term disability claims.
4. Prepare reports and summaries as requested by the Tribal Administrator.
5. Coordinate with financial department provide and assist with billing statements.
6. Maintain benefit records by utilizing recordkeeping systems for enrollments, protected leave and recording changes.
7. Resolve employee questions and problems by interpreting benefit policies and procedures.
8. Maintain accurate data to ensure Affordable Care Act compliance.
9. Monitor payroll interface to ensure compliance and data integrity.
10. Ensure compliance of all policies and procedures as outlined in HR department guidelines.
11. Ensure all job descriptions are up-to-date and accurate by working directly with the department managers/directors.
12. Prepare, post, and manage job and candidate data in the applicant tracking system.
13. Administer processes for job announcements for appropriate internal and external sources.
14. Administer all conditional offers of employment and pre-employment processes within the established guidelines.
15. Work closely with external partners to ensure correct and consistent pre-employment process.
16. Co-manage the design and implementation of the Tribal Workforce Development Program.
17. Organize, develop and deliver training to hiring managers to assist with best practices in interviewing and other areas related to the recruitment process.
18. Assist employees with their internal transfer requests.
19. Prescreen applicants and send qualified applicants to relevant department managers.
20. Maintain recruitment data to internal audit standards.
21. Keep apprised of applicable laws and regulations in order to assure compliance.

Applications available/accepted at: Moapa Band of Paiutes, 1 Lincoln Street, P.O. Box 340, Moapa, NV 89025
Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended

22. Foster a sense of teamwork and collaboration to ensure a positive working relationship with other departments, employees, applicants, etc.
23. Position requires considerable initiative, independent judgement, accuracy, skill in organization and computer software applications and the ability to focus on multiple tasks within established timelines.
24. Assist the HR Generalist in all areas as needed.
25. Maintain strict confidentiality of all sensitive personnel documentation and information.
26. Maintain appearance standards as outlined in departmental policies.
27. Maintain a consistent, regular attendance record.
28. Other duties as directed by management.

PHYSICAL & MENTAL DEMANDS

- Vision abilities required by this job include close vision and the ability to adjust focus.
- Must be willing to travel out of town as needed.
- Moderate noise level with frequent interruptions and distractions.
- Must be able to work in a high stress atmosphere.
- Must be able to work in a fast-paced environment where teamwork is essential.
- Must be able to walk, talk, hear, use hands to handle, feel or operate objects, tools, or controls, and reach with hands and arms.
- May be required to push, pull, lift and/or carry up to 40 pounds.

LEVEL OF AUTHORITY & RESTRICTIONS

- Not a supervisory position.

WORKING CONDITIONS & ENVIRONMENT

- Must be willing to travel out of town as needed.
- Must be able to work weekends, holidays & special events as needed.

REQUIREMENTS:

- Must be over 21 years of age.
- Education/Experience Required: Bachelor's Degree in Human Resource Management; Organizational Behavior or Development, Business; Public Administration, or other job-related course of study, and two years of professional-level experience; OR Valid Certification as a Professional in Human Resource by a Human Resource Certification Institute, and three years' professional-level experience; OR Five years' professional-level experience.
- Knowledge of the rules, regulations and procedures used to accomplish various personnel functions including classification, staffing, employee benefits, employee relations and employee development
- Knowledge of employee benefit program rules, regulations, procedures, content, options, etc.
- Thorough knowledge of computer programs: Word, Excel, PowerPoint, Publisher, Outlook, Internet programs and applications.
- Must have valid driver's license, adequate transportation, and eligibility to operate Tribal/GSA vehicles required.
- Highly organized, detail oriented and ability to work unsupervised.
- Ability to work within a diversified work force and display cultural sensitivity.
- Evidence of the practice of a high level of confidentiality.
- Read, write & speak English fluently.
- This position is subject to pre-employment drug testing and criminal history background check.
- Must have employment eligibility in the U.S.
- Indian preference will be observed in the hiring process.
- Must be able to maintain complete confidentiality and dependable.
- Must demonstrate friendly, service oriented and responsible attitude.
- Ability to establish and maintain effective working relationships with all levels of the organization.

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- Must be able to communicate effectively with people of different managerial, socioeconomic, cultural, ethnic, and educational backgrounds.
- Must have excellent interpersonal, and verbal and written communication skills.
- Must be detailed oriented and able to multi-task various time-sensitive projects.
- Prefer experience or knowledge of working within a Tribal organizational structure.
- Must have demonstrated skills in database management.
- Evidence of the practice of a high level of confidentiality.
- **Must be COVID-19 Vaccinated**