



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 Generalist
Supervisor: Tribal Administrator
Salary: \$ DOE
Status: Full-time / Exempt
Opens: January 27, 2023
Closes: February 10, 2023

Job Summary:

The Human Resources Generalist manages the general operations of the Human Resources Department for the Moapa Band of Paiute Indians. The HR Generalist works closely with all tribal government departments and business enterprises to ensure compliance with applicable laws, regulations, guidelines, and the Moapa Band of Paiute Indians policies, procedures and established practices. The HR Generalist oversees a full range of duties in the major areas of human resource management and provides leadership, direction, and management in supporting tribal departments and programs.

Areas of responsibility include regulatory and policy compliance, policy development and administration, internal communications, performance evaluation management, classification and compensation, recruitment and selection, employee records management, employee relations, addressing broad and complex personnel issues, training and organizational development, and serves as the administrator and point of contact for the employee benefit plan.

Duties:

1. Manage the recruitment process including posting, advertising, coordinate and guide directors on hiring practices and policies.
2. Implement and integrate HR services and processes to meet the needs of the tribal government.
3. Serve as a source of information for management in the policy and procedural requirements pertaining to all phases of personnel actions.
4. Coordinate employee recognition and engagement activities and processes.
5. Provide general technical assistance on personnel rules, regulations, policies, and procedures.
6. Maintain the Moapa Band of Paiute Indians policies and procedures manual.
7. Draft and update personnel policy as needed/required.
8. Maintain strict confidentiality of all sensitive personnel documentation and information.
9. Responsible for ensuring compliance with Tribal personnel policies, Indian Preference, Affirmative Action, Equal Employment Opportunity, and other applicable laws.
10. Research and provide advice and guidance in the application of a wide variety of rules and regulations concerning personnel, benefits and salary fields.
11. Assist with employee relations issues, such as harassment allegations, work complaints, or other employee concerns in accordance with approved Personnel Policies.
12. Resolve complaints and/or minor grievances regarding employment related matters in accordance with approved personnel policy.

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

13. Develop and maintain records and prepare monthly, quarterly, and annual reports and documents related to department activities.
14. Prepare and maintain employment records and personnel files.
15. Assist Department Directors/Managers in processing Personnel Action Notices (PAN), Disciplinary Documentation, and Termination Paperwork.
16. Coordinate and manage all aspects of recruiting and staffing for all departments and enterprises.
17. Develop Job descriptions, job advertisement, job posting, and recruitment of all open positions.
18. Conduct all new hire orientation/paperwork for all new employees.
19. Administer alcohol/drug screen testing and background checks.
20. Manage and maintain employee benefit package information. Enroll new employees, update records, census of employees, and employee benefits as required.
21. Maintain effective working relationships with staff, the public and outside agencies, independently carry out oral and written communications, and prepare a variety of correspondence as directed.
22. Assist with organizational chart updates.
23. Respond to all employment verification(s).
24. Demonstrate the skill of maintaining accurate and confidential data and records using both computerized and manual storage systems.
25. Communicate effectively both orally and in writing.
26. Maintain appearance standards and good attendance record as outlined in departmental policies.
27. Manage controls for timely completion of performance appraisals and end of probation reviews.
28. Coordinate exit interviews to ensure necessary employment termination paperwork is completed.
29. Coordinates staff training including but not limited to Sexual Harassment Awareness, Hostile Work Environment, OSHA-10, OSHA-30, CPR/First Aid, etc.
30. Maintain property insurance including certificates of liability, vehicles, equipment, rentals, buildings, and manages all insurance claims.
31. Demonstrate time management, and focus on accuracy and timely completion of assigned tasks.
32. Maintain strict confidentiality of all sensitive personnel documentation and information.
33. Support other team members, as required.
34. Other duties, as assigned.

PHYSICAL & MENTAL DEMANDS

- Must be able to work in a high stress atmosphere.
- Must be able to work in a fast-paced environment where teamwork is essential.
- Vision abilities required by this job include close vision and the ability to adjust focus.

LEVEL OF AUTHORITY & RESTRICTIONS

- Not a supervisory position.

WORKING CONDITIONS & ENVIRONMENT

- Must be willing to travel out of town as needed.
- Moderate noise level with frequent interruptions and distractions.

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

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- 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 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.
- 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.
- Must be able to prioritize projects, perform tasks in a hi-volume environment, and take direction from many individuals.
- Ability to manage and perform with a high degree of autonomy, organization, and adaptability.
- Prefer experience or knowledge of working within a Tribal organizational structure.
- Must be flexible and willing to quickly respond to the needs of the team.
- Must be insurable through tribal insurance.
- Excellent computer skills required in Microsoft Windows environment. Must include Word, Excel, PowerPoint and Publisher. Will be required to pass an online computer competency test.
- Must have demonstrated skills in database management.
- Must have valid driver's license, adequate transportation, and eligibility to operate GSA vehicles.
- Must have demonstrated ability to work in a fast-paced, diverse environment where teamwork is essential.
- Read, write, and speak English fluently.
- Excellent interpersonal skills.
- Evidence of the practice of a high level of confidentiality.
- Excellent organizational skills.
- Must maintain level of conduct suitable for background requirements.
- This position is subject to pre-employment drug testing.
- This is a Covered position which requires background check that includes fingerprinting.
- Must have employment eligibility in the U.S.
- Must be COVID-19 Vaccinated