



MOAPA BAND OF PAIUTES

MOAPA RIVER INDIAN RESERVATION

P.O. BOX 340

MOAPA, NV 89025

Telephone: (702) 865-2787

Fax: (702) 865-2875

JOB ANNOUNCEMENT

Title: Director of Human Resources
Salary: \$ DOE
Status: Full-time / Exempt

Job Summary:

The Human Resources Manager works closely with all tribal government departments and business enterprises to ensure compliance with applicable laws, regulations, guidelines, and the Moapa Band of Paiutes policies, procedures and established practices. The Human Resource Manager oversees a full range of duties in the major areas of human resource management and provides leadership, direction, and management in supporting 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. Implement and integrate HR services and processes to meet the needs of the tribal government and tribal business enterprises.
2. Serve as a source of information for management in the policy and procedural requirements pertaining to all phases of personnel actions.
3. Provide general technical assistance on personnel rules, regulations, policies, and procedures.
4. Problem-solve human resource related issues pertaining to the Moapa Band of Paiutes.
5. Maintain and administer the Moapa Band of Paiutes policies and procedures manual.
6. Maintain strict confidentiality of all sensitive personnel documentation and information.
7. Responsible for ensuring compliance with Tribal personnel policies, Indian Preference, Affirmative Action, Equal Employment Opportunity, and other applicable laws.
8. Research and provide advice and guidance in the application of a wide variety of rules and regulations concerning personnel, benefits and salary fields.
9. Address and investigate employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
10. Resolve complaints or minor grievances regarding employment related matters.
11. Develop and maintain records and prepare monthly and annual reports and documents related to department activities.
12. Prepare and maintain employment records and personnel files.
13. Process Personnel Action Notices (PAN), Disciplinary Documentation, and Termination Paperwork.
14. Coordinate and manage all aspects of recruiting and staffing for all departments and enterprises.
15. Develop Job descriptions, job advertisement, job posting, and recruitment of all open positions.
16. Conduct all new hire orientation and new hire paperwork for all new employees.
17. Administer alcohol/drug screen testing and background checks.

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

18. Manage and maintain employee benefit package information. Enroll new employees, update records, census of employees, and employee benefits as required.
19. Manage controls for timely completion of performance appraisals and end of probation reviews.
20. Coordinate exit interviews to ensure necessary employment termination paperwork is completed.
21. Coordinates staff training including Sexual Harassment Awareness, Hostile Work Environment, OSHA-10, OSHA-30, CPR/First Aid, etc.
22. Maintain property insurance including certificates of liability, vehicles, equipment, rentals, buildings, and manages all insurance claims.
23. Demonstrate time management, and focus on accuracy and timely completion of assigned tasks.
24. Maintain strict confidentiality of all sensitive personnel documentation and information.
25. Support other team members, as required.
26. Other duties, as assigned.

Requirements:

- Must be over 21 years of age.
- Bachelor's degree in Business from an accredited four year institution or at least 2 years of direct experience.
- Prefer at least 4 years of office work 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 be able to maintain complete confidentiality.
- Must be 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 possess a valid Driver License.
- Must be insurable through tribal insurance.
- Must pass a pre-employment background check.
- Must pass a pre-employment alcohol/drug screening.