



## Human Resources Department Pueblo of Santo Domingo

### **JOB ANNOUNCEMENT**

**POSITION TITLE:** Human Resources Generalist

**SALARY RANGE:** \$50,000-\$65,000 DOE

**DEPARTMENT:** Human Resources

**POSITION STATUS:** Full-Time Exempt

**SUPERVISOR:** Trisha Ingalls

**JOB POSTING ID:** 2183-IDC

**Accepting applications:** 8/31 – 9/10

*Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity*

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

*COVID 19 Vaccination Required-Reasonable accommodation considered*

### **HUMAN RESOURCES GENERALIST**

#### **Summary of Position:**

Incumbent performs a variety of specialized, complex, and confidential Human Resource clerical and technical activities. Job will entail all aspects of Human Resources functions related to labor relations, recruitment, selection, onboarding, benefits, filing and classification program units of the Human Resources Department in accordance with management's directives and applicable federal guidelines. Incumbent will provide technical assistance to applicants, programs, and Human Resources Department in the process of personnel transactions, daily job functions, and the compilation and reporting of data.

#### **Duties and Responsibilities:**

- Assists Human Resources Director in daily functions and tasks.
- Maintains all employee personnel and benefit files and having them audit ready.
- Maintain employee relations, conflict resolutions, compensation & benefits, as well as disciplinary & grievance procedures.
- Receive grievance complaints, follow process as outlined in policies and procedures.
- Assist support staff/management with inquiries & direct them in the appropriate direction, reiterating chain of command.
- Assist with unemployment claims.
- Track workers compensation claims and prepare quarterly reports for review.
- Track liability/accident claims and prepare quarterly reports. Initial reporting/notification for workers compensation claims to insurance carrier.
- Drive Pueblo of Santo Domingo recruitment efforts by posting and advertising job-opening announcements and reviews applications and interviews applicants to obtain work history, education,

training, job skills and salary requirements and to provide information about the organization and position.

- Coordination/maintenance of departmental financial paperwork, budget preparation, and budget modifiers.
- File and maintain employment records for future reference.
- Manage benefit and insurance programs such as liability, group health and dental, short/long term disability, worker's compensation, and pension plans.
- Manage Santo Domingo Tribal Programs automobile fleet and insurance
- Conduct New Employee Orientation for new employees.
- Ensure new hire paperwork is complete.
- Assist in conducting training sessions to management and frontline employees on various topics.
- General Tribal Programs Support

### **Required Competencies:**

- **Integrity / Honesty**

All Pueblo of Santo Domingo employees must operate in an ethical manner by following all Pueblo of Santo Domingo policies and procedures relating to cash transactions, handling of confidential information, tracking of budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Employee Service / Director Orientation**

Incumbent must be able to develop a clear understanding of departmental' needs and goals while maintaining clear communication with departmental directors' and frontline staff' regarding meeting their expectations. Must follow through and respond to employees' requests and inform them of action taken in a courteous, timely and professional manner.

- **Teamwork**

All Pueblo of Santo Domingo employees must be competent in working effectively with departmental members and members of other departments to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Effort and Initiative**

Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.

- **Collect and Organize Information**

Incumbents in this job need to be able to identify, systematically collect, and organize information for use by self or others in an organization.

- **Human Resource Principles**

Incumbent in this position must have advanced knowledge of principles, procedures, and techniques for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems, succession planning and budgeting.

## **Minimum Qualifications:**

- Bachelor's Degree in Business Administration, Human Resources, or a related field AND 2 years general Human Resources experience, recruitment specific preferred; or an equivalent combination of education and experience.
- SHRM certification and/or PHR certification a plus
- Advanced computer skills required.
- Excellent skills with Microsoft Office Suite including Word, Excel, Outlook and PowerPoint
- Knowledge of HRIS systems
- Extended working hours, including weekends, and evenings may be required.
- Excellent oral and written communication skills to focus the efforts of entire staff to meet the Pueblo of Santo Domingo goals.
- Tribal Government experience preferred.
- Must be able to pass a background check.
- Valid driver's license with ability to meet Pueblo of Santo Domingo liability insurance requirements and maintain eligibility for insurance.

## **HOW TO APPLY**

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Human Resources Generalist – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505)715-4416 Attn: Human Resources
- Online: [Careers - \(santodomingotribe.org\)](http://careers-(santodomingotribe.org))
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume