



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0067
TRIBAL ADMINISTRATION
HUMAN RESOURCES DIRECTOR

Position Title:	Human Resources Director	Pay Level:	\$65,924 – \$98,886
Position Open Date:	10/13/2023 – Until Filled	Department:	Human Resources
Position Status:	Full-Time	Classification:	Exempt
Supervisor:	Tribal Administrator	Location:	Tribal Administration

POSITION SUMMARY:

Responsible for management, oversight and administration of the activities, programs and services of the Pueblo's Human Resources department for the FQHC health center and the government sector.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbents may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Bachelor's Degree in business administration, management, human resource or a closely related field; AND five (5) years of management-level human resources experience; AND 10 years of experience in Human Resources.

REQUIRED CERTIFICATES, LICENSES TRAINING, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Professional in Human Resources (PHR) certification; OR ability to earn within one year of hire.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Plans, organizes, assigns, supervises reviews, and evaluates the work of professional, technical support and operational staff; recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures and work standards for the department; prepares and manages the department's budget; acts as a good steward of the Pueblo's fiscal and human resources.
- Works with senior leadership in strategic planning and implementation of organization's goals to align the Pueblo's workforce and human resource systems with the strategic plan.
- Develops strategies and formulates and recommends human resources policies, practices and objectives to meet organizational needs; interprets and communicates for leadership, management and staff employees.
- Stays abreast of industry trends, employment legislation and related compact and contract requirements to ensure effectiveness and compliance; interprets and communicates Federal legislation an applicable regulations and changes in personnel policies procedures pertaining to all personnel matters to insure compliance and risk management.
- Works directly with leadership and the various management level staff to provide the direction and guidance to assist them in carrying out people management and related issues; keeps them informed of significant problems that jeopardize the achievement of objectives, and those which are not begin addressed adequately.
- Oversees human resources functions; contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and practices.
- Confers with Pueblo department representatives regarding organizational development and workforce planning and employment.
- Develops the organization's recruiting, selection, and retention strategy; evaluates the market and the pool of candidates and recommends options; oversees the interview process to assess and qualify candidates; reviews all recommendations for final selections of an offer to candidate prior to processing for hire.
- Develop the organization's on-boarding strategy and capacity building programs for employee development, leadership, leadership development, and organization development.
- Develops the organization's compensation and employee benefits plans; implements and annually updates compensation program; analyzes benefits programs for cost efficiencies and quality of service; administers benefits.
- Leads performance management and capacity building planning to maximize the potential of the human resources employed; develops the organization's performance management system to tactically address performance excellence, accountability and continuous improvement; implements and monitors the organizations performance appraisals; evaluates effectiveness and makes recommendations to leadership.

- Develops the organization's employee relations practices; provides solutions to complex personnel issues, advising supervisors on employee relations, grievances, involvement or engagement programs.
- Develops the organization's risk management programs; maintaining a secure work facility to protect the organization's confidential information, property and the well-being of all employees; oversees the background investigations, substance abuse programs.
- Manages and communicates change.
- Develops and administers operating budget for department.
- Directs the maintenance and preparation of accurate records, files, user instructions, documentation, correspondence and a variety of written materials.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Makes presentations to the Tribal Council regarding departmental activities and issues.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees.
- Generally accepted Human Resources principles and federal employment, benefits, insurance and safety laws, rules and regulations.
- Management-employee relations and the principles, practices, and procedures of public human resources administration.
- Specific areas of job content, qualifications, education and training requirements of a wide variety of public occupations and wage and salary compensation and administration.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline, administrative principles and practices, including goal setting and program development, implementation and evaluation.
- Principles and practices of budget development and administration.
- Principles and practices of financial auditing as applicable to employment laws, rules and regulations.
- Records management principles and practices.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Principles and techniques of making effective oral presentations.

Skill in:

- Researching and analyzing policy and other data to arrive at valid conclusions, recommendations, and plans of action.
- Planning, organizing, supervising, reviewing and evaluating the work of others.

- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Managing programs and projects.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost efficient manner.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgement within general policy guidelines.
- Making effective oral presentations to large and small groups.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024