



**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	Senior HR Generalist	<b>SALARY LEVEL:</b>	DOE
<b>DEPARTMENT:</b>	Human Resources	<b>DATE:</b>	4/14/2025
<b>REPORTS TO:</b>	HR Director		
<b>SUPERVISES:</b>	N/A		
<b>STATUS:</b>	Exempt		

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**POSITION SUMMARY:**

As a Senior HR Generalist, you will be instrumental in advancing the HR initiatives of the Pueblo of Jemez (POJ) and Jemez Health & Human Services (JHHS), while ensuring the efficient functioning of our HR operations. You will be tasked with executing HR strategies that align with the goals of tribal administration and JHHS, promoting a culture of high performance, and ensuring adherence to regulations and company policies. Your responsibilities will include managing employee relations effectively, offering guidance on HR policies and procedures, and assisting in the development and execution of HR programs.

**ESSENTIAL FUNCTIONS:**

- Partner with business leaders to develop and execute HR strategies that drive business results.
- Contribute to the creation and implementation of HR policies and procedures that align with company's strategic goals.
- Lead employee relations, ensuring fair and consistent application of policies and procedures.
- Contribute to the development and delivery of training programs for employees.
- Drive initiatives that promote a culture of inclusion, agility, and learning within the organization.
- Support the development and integration of HR technology systems to improve HR processes.
- Analyze HR metrics and data to inform decision-making and report on HR performance.
- Collaborate with HR team members on HR functions including talent acquisition, employee relations, payroll and benefits administration.
- Ensures that all HR functions are completed which are required of any funding agencies, i.e. background investigations, reference verifications, employment verifications, etc.
- Collaborates with HR Director to develop, implement, and maintain a salary administration plan, which includes compensation and benefit packages; the classification of positions; pay policies; and performance appraisal programs.
- Responsible for working directly with leadership from JHHS sector to ensure healthcare compliance.
- Contributes to departmental effectiveness by identifying short-term and long-term range issues and goals that must be addressed, recommending options and courses of action and implementing directives.



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- Collaborate with the Credentialing Specialist to guarantee the precision of onboarding and credentialing processes for all healthcare providers, among other responsibilities.
- Collaborate with the Risk/Compliance Manager for JHHS to enhance efficiency and accuracy in key areas.
- Negotiate employment contracts and manage compliance with employment laws.
- Utilize HRIS systems for data analysis and reporting to support decision-making.
- Consistently maintains professional and ethical standards adhering to all POJ policies, Compliance Standards and HIPAA
- Perform all other duties as assigned.

### **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 and Experience:**

Bachelor's degree in human resources, business administration, or a related field; AND Minimum of 5 years direct experience working in the Human Resources field; degree may be substituted for additional 2 years' experience.

### **Required Knowledge and Skills**

- Core skills in HR management and strategic planning will be essential in driving organizational effectiveness.
- Strong knowledge of HR best practices and employment laws.
- Standard office administrative and secretarial practices and procedures, including filing and letter writing.
- Excellent organizational skills and time management.
- Ability to maintain confidentiality.
- Record keeping principles and practices.
- Ability to work under time pressured and stressful conditions.
- Must possess good communication skills and exemplary customer service.
- Strong negotiation skills and ability to manage employee relations.
- Proficient in HRIS systems and data analysis.
- Correct business English, including spelling, grammar, and punctuation.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Valid New Mexico Driver's License.
- Tribal Human Resources Professional Certificate (THRP), *preferred*.
- SHRM certification, *preferred*.
- Towa Speaking, *preferred*.

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**



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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 the 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.

#### **CONDITIONS OF EMPLOYMENT:**

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a background investigation. Employment is contingent upon passing the background investigation.*

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Cc: Personnel file  
Supervisor