



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Director of Human Resources**
SUPERVISOR: Tribal Administrator
LOCATION: Human Resources Department
POST DATE: June 28, 2024
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource/Personnel Department, ensuring legal compliance and implementations of the organizations mission and talent strategy.

Qualifications: Bachelor's degree in Business Management, Human Resources or related discipline is preferred or the ability to obtain HRCI, SHRM, or THRP certifications. Three to five years of progressively responsible experience within Human Resources with exposure to supervision, compliance, HRIS, payroll, recruitment, and HR processes and improvement activities is required. Prior managerial/supervisory experience managing people, work teams and project is required. Experience in a Native American Administration or business setting is preferred.

Salary: Negotiable depending on experience

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Exempt Position Description**

- A. TITLE OF POSITION:** Director of Human Resources
- B. DEPARTMENT:** Human Resources/Personnel
- C. SUPERVISOR'S TITLE:** Tribal Administrator
- D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to plan, lead, direct, develop and coordinate the policies, activities and staff of the Human Resource/Personnel department, ensuring legal compliance and implementations of the organization's mission and talent strategy. Specific responsibilities include but are not limited to;
1. Manages the workflow activities of the recruitment, compliance, record keeping information system, payroll, benefit and performance appraisal activities and functions.
 2. Responsible for the management and performance of the human resource/personnel staff including recruitment, scheduling, performance reviews, disciplinary actions, disputes and investigations, talent management, recognition and moral, health and safety, payroll and training and development activities.
 3. Responsible for managing human resource/personnel compliance activities including drug screening, unemployment compensation, ADA, FML, wage and hour, I-9, worker's compensation, Native American preference and Harassment as related to law, tribal ordinances, regulatory agencies and Lac du Flambeau Tribe Policies and Procedures.
 4. Monitor the management, input and integrity of all Human Resource/Personnel systems that includes AS/400, Kronos and other HRIS Systems.
 5. Responsible for oversight of the recruitment and employment processes including, selection, interviewing, reference checking and applicant source development.
 6. Monitor and manage all aspects of the Lac du Flambeau drug-screening program including new hire, random screening and other parameters.
 7. Responsible for managing payroll activities including payment of wages, withholdings paid leave time and other associated payroll activities.
 8. Responsible for the daily management of all employee leave programs, including personal time, leave of absence and FML.
 9. Responsible for maintaining and modifying the Lac du Flambeau Tribal employee handbook to ensure policies, programs, and procedures reflect current human resource/personnel practices and are compliant including organizational reporting structures.
 10. Responsible for monitoring the integrity of all employee information including databases and personnel files.
 11. Respond to all initial unemployment compensation claims and attends administrative court as necessary.

12. Provide interpretation/clarification of personnel/department policies and guidance to managers and employees including but not limited to guidance related to disciplinary activities.
13. Responsible for the dissemination of information or reference information to third party sources in respect to current or former employees.
14. Provide assistance and information to all customers of the Human Resource/Personnel Department as related to areas of responsibility.
15. Develop, implement and maintain employee reward and recognition programs.
16. Create and distribute all employee communications including memos and newsletters.
17. Define and recommend process improvement/enhancement and processes for Tribal Council review and approval.
18. Responsible for developing, implementing, maintaining and analyzing metrics and metric reporting systems related to all human resource/personnel activities.
19. Responsible for participating in the development, oversight, and implementation of the Human Resources/personnel department budget including forecasting, budgeting expenses and assuring the department operates within the constraints of its annual budget.
20. Responsible for coaching, counseling and mentoring employees to achieve enhanced performance, employee satisfaction and employee career development.
21. Understand and execute or assist with all position responsibilities of Human Resource/Personnel staff as necessary.
22. Responsible for communicating policy and procedural changes related to Human Resources to key governmental stakeholders, including but not limited to, Tribal Council, Administrators, Managers and employees.
23. Participate in individual and group enhancement/improvement activities.
24. All other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Continual sensitive contact with employees and managers at all levels of the organization.
2. **External:** Continual contact with applicants, suppliers, regulatory agencies and third-party organizations.

F. SUPERVISORY RESPONSIBILITIES: Responsible for the direct supervision of Human Resource Personnel, Employee Benefits, and Employee Assistance Program.

G. SUPERVISION RECEIVED: Operates independently with supervision received from the Tribal Administrator.

H. EDUCATION: Bachelor's degree in Business Management, Human Resources or related discipline is required or HRCI, SHRM, THRP must be obtained.

I. EXPERIENCE: Five (5) years progressively responsible experience in Human Resources with exposure to compliance, HRIS, payroll, recruitment and HR processes and improvement activities is required. Prior managerial/supervisory

experience managing people, work teams and project is required. Experience in a Native American business or administration setting is preferred.

J. SKILLS: Must possess exceptional interpersonal, communication, delegation, problem solving, prioritizing, organizational, time management, and people/project management skills. Must be proficient with Microsoft Office Suite including, but not limited to, Outlook, Excel, and Word, and possess a thorough understanding of employment law and tribal ordinances. Must be able to manage and maintain confidential and sensitive information with diplomacy and tact. Must maintain a professional demeanor in a stressful situation as necessary.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal Office conditions.
2. **Exposure to Hazards:** No exposure to hazards.
3. **Physical Requirements:** prolonged periods of sitting at a desk and working on a computer.

L. BEHAVIORS: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Director of Human Resources to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Manager **Date**

Previously signed

Tribal Administrator **Date**

Previously signed

Human Resources Director **Date**