



Employee Job Description	
Position Title:	HHS Human Resources Manager
Position ID #	
Facility:	St. Croix Tribal Health & Human Services
Comp Grade:	\$18 – 45 DOQ/Education (We utilize the Federal GS Wage Scale)
Status:	FT

Position Summary:

Responsible for keeping accurate I-9's, recruitment and selection, promotions, transfers, employee relations, processing new hires data into PayChex, onboarding new hires, annual employee eval processing, annual employee CEU training delegation, OIG compliance requirements, OSHA required trainings via our medical training software program/annual required employee trainings, record keeping of mandatory annual employee education/training requirements, processing Personnel Action Forms, handling background checks and finger printing, assist in the maintenance of adequate personnel records and files. Position responsible for HR business acumen consistent with the organization's goals, purpose, and vision. In addition, the position works closely with the HHS Director in developing, implementing, and evaluating ongoing HR departmental specific policies, programs, functions and activities. The position acts on behalf of Director in their absence.

Essential Functions:

1. Prepare/coordinate job descriptions and notices of available positions for Tribal Council approval.
2. Contact publications/advertisers and on-line websites regarding open positions.
3. Coordinate interview process and lead all interviews.
4. Administration of recruitment and selection, promotions, transfers, performance evaluation, retention, referrals, appeals, mediation, investigations and employee relations in accordance with quality management principles, business acumen, and overall objectives of the organization.
5. Data entry into HR/Payroll electronic system.
6. Coordinate requests for time off.
7. Receive and investigate employee statements.

8. Oversee job accommodations associated with disabilities in accordance with the EEOC-ADA.
9. Maintain absolute discretion and separation of specific employment/health records, forms, and identification.
10. Manage background, fingerprinting, and driver's eligibility requirements.
11. Coordinate staff training and track certification requirements.
12. Coordinates with Benefits Department and Payroll/Finance Department.
13. Manage and file paperwork into personnel records.
14. Responsible to HHS Director.
15. Perform all other duties or instructions as requested by SCTHHS Director.

Human Resource Manager Job Duties:

- Answer phones
- Greet guests
- Process and onboard new hires
- Prepare and post job notices
- Prepare a listing of available jobs and disperse to communities and all other properties
- Conduct interview process with appropriate department manager and other suggested team members.
- Assist with recruitment, selection, promotions, transfers.
- Process PAF's for HHS Direct, Tribal Administrator, and Tribal Council signatures
- Coordinate with Legal in developing contracts and contract renewal.
- Data enter new employees' and/or employee changes into payroll system
- Organize and file all paperwork associated with employees and record keeping
- Oversee requirements of compliance are maintained within the regulations set by the OIG (we already have a functioning program).
- Annual employee trainings assigned to employees as required by OSHA, OIG, HIPAA, and other regulatory and licensing agencies.
- Any other duties assigned by Director or Tribal Council

Directly Reporting to:

Health & Human Services Directors as well as coordinate with the Tribal Human Resources Director.

Matrix of INDIRECT Reporting

St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality data and relaying highly sensitive messages, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

OE-Typical Office Environment for an office employee

- Requires extensive sitting with periodic standing and walking.
- Requires significant use of personal computer, phone and general office equipment.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications

- Associates' Degree in Human Resources with a minimum of one year in a healthcare related field or in an HR Department at a health facility.
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires intermediate level computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires extensive time, planning, and organizational management.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

Preferred Qualifications:

- Bachelor's Degree in Human Resources with a minimum of four year working as an HR Manager in a Healthcare facility.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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