



Employee Job Description	
Position Title:	Human Resource Specialist
Position ID #:	
Facility:	St. Croix Tribal Government Center
Job Family:	Human Resources Comp Grade: P (starting \$22.88) Type: Full-time (40 hrs)

Position Summary: Responsible for processing recruitment/selections, promotions, transfers, employee relations, new hire data, Personnel Action Forms, background checks, assist in the electronic records maintenance. Responsible for coordinating the employee referral and retention program. Instrumental in establishing relationships with various resources that focus on higher education, training, and employee assistance. The position works closely with the HR/Payroll Director in developing, implementing, and evaluating ongoing HR policies, programs, functions and activities.

Essential Functions:

- Prepare notices of available positions, submit online job postings, confirm that position is posted on internal website and posted internally
- Track applicants and collect resumes; ensure applicant data base is accurate and up to date
- Contact publications/advertisement for positions;
- Support onboarding process by collecting new hire paperwork and ensuring pre-employment is completed.
- Administration of recruitment and selection, promotions, transfers, and employee relations in accordance with quality management principles and overall objectives of the organization
- Greet all incoming personal in a friendly and professional manner
- Coordinating filing of paperwork or electronic information into personnel records
- Managing the interview process
- Update written procedures for the referral and retention program
- Meet with clients and/or supervisors seeking referral and retention
- Follow up on any referral, retention, and client complaints
- Establish relationships with various resources
- Mediate problems with supervisors and employees
- Oversee performance evaluations in accordance with quality management principles and the overall objectives of the organization
- Backup to HR/Payroll Director—which includes cross training to assist with duties
- Perform all other duties or instructions as requested by HR/Payroll Director
- Enter new employees' and/or employee changes into payroll system

Human Resources Specialist Job Duties:

- Answer phones and greet clients
- Assist HR/Payroll Director
- Responsible for recruitment, selection, promotions, transfers
- Receive and assist employees nominated for referral and retention program
- Data entry
- Organize, scan, and file all paperwork associated with HR
- Any other duties assigned by HR/Payroll Director

Directly Reporting to: Human Resource & Payroll 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 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.
- Must be able to complete tasks in a noisy environment.
- Must be able to adhere to process protocols.
- Must be able to apply established processes in a timely and efficient manner.
- May require off-site travel.

Minimum Qualifications

- Associates' Degree in related field or High School diploma with four-years relative experience
- Must demonstrate ability to assess customer and business needs and formulate plan of action.
- Ability 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
- Detail oriented with excellent organizational skills
- Strong empathy and interpersonal skills
- Must have demonstrated ability to work collaboratively with all levels of employees and managers
- 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 related field with relative experience

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