



Employee Job Description		
Position Title: Director of Human Resources & Payroll		
Position ID #		
Facility: St. Croix Tribal Government Center		
Job Family:	Administration	Comp Grade: W+ (32.18-51.87) Status: FT

Position Summary:

Responsible for all Human Resources and Payroll Department oversight related to employee relations, administration, and organizations employment needs. Developing and maintaining open communication between administration, management, and hourly personnel.

Essential Functions:

- Supervisory responsibilities for both Human Resource Department and Payroll personnel
- Administer, with fairness, all personnel/payroll policies and procedures in conjunction with department/program objectives
- Plan and supervise of all activities relating to the administration and maintenance of the Human Resource and Payroll Department
- Review and director payroll operations and projects
- Oversee bi-weekly payroll duties including larger quarterly or yearly projects
- Responsible for analyzing payroll/MIP data for various projects
- Collaborate and advise functions such as employee relations, grievance process, appraisal, training and development, unemployment compensation, and wage compensation requests
- Develop, maintain, and adhere to cost-effective department budget planning
- Evaluate personnel policies - making recommendations to executive management of any necessary improvements
- Communicate changes to the organization's personnel policies and procedures – ensuring that all proper procedures and compliance are followed
- Maintain responsibility for organization compliance with federal, state, and local legislation pertaining to all human resources and payroll matters
- Seek legal counsel involving any unusual or extraordinary human resource issues
- Meet attendance guidelines and adhere to all departmental and company policies
- Assist the Employee Advisory Board (EAB) on cases with an overview of the material and information provided
- Assist with Referral and Retention Program
- Oversee any mediation and performance improvement plans

- Responsible for all Employee appreciation events in collaboration with the Employee Appreciation Committee
- Oversee investigations
- Demonstrating a thorough understanding of Tribal strategies and objectives, competitive environment, current and potential business challenges
- Assist senior leadership with Tribe's goals and strategy related to staffing, recruiting, retention, training and culture
- Review employee separation notices and related documentation and ensure exit interviews are conducted to determine reasoning and correlation behind separations
- Oversee leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations to Tribal Council
- Advise on appropriate disciplinary action against employees who violate rules and policies per State, Federal, and Tribal Policies/Guidelines,
- Work with Directors to ensure job descriptions are up to date and compliant with all local, state and federal regulations
- Provide oversight and guidance/coaching to all staff, ensuring fair and consistent application of policies and position employee relations
- Cross trained to cover staff's duties during their time-off periods or when dealing with high-work load volume
- Delegate tasks to other HR and PR staff as needed
- Perform all other duties or instructions as requested by the Tribal Council

THIS IS NOT A COMPREHENSIVE LIST OF ALL DUTIES

Competencies:

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| • HR Expertise | * Relationship Management |
| • Leadership | * Quantitative Aptitude |
| • Legal and Compliance (HR & Payroll) | * Consultation |
| • Communication Excellent Interpersonal | * Negotiation Skills |
| • Critical Evaluation | * Ethical Practice |
| • Time Management | * Business Astuteness |
| • Cultural Awareness | * Computer & Software Proficiency |

Supervisory Responsibility: This position manages all employees of the HR/Payroll Department and is responsible for the performance management and hiring of the employees within the department.

Directly Reporting to: Tribal Administrator

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.
- May require off-site travel.

Minimum Qualifications

- Bachelor's Degree in related field.
- Must demonstrate ability to assess customer and business needs and formulate plan of action.
- Must be 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 the ability to work collaboratively with all levels of employees and managers in a professional manner.
- 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 several years of relative experience in Payroll and Human Resources.
- Previous experience with Tribal Government.

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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