



<b>Employee Job Description</b>
<b>Position Title: Human Resources Specialist</b>
<b>Position ID #</b>
<b>Facility: St. Croix Tribal Government Center</b>
<b>Job Family: Administration Comp Grade: P (\$22.88 - \$30.23) Status: FT</b>

### **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. This position is cross trained to assist the Human Resources/Payroll Manager position. In addition, the position works closely with the Director of Human Resources 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 collecting new hire paperwork ensuring pre-employment is completed; assists with scheduling and conducting New Hire Orientation
- 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 Human Resources Manager—which includes cross training to assist with coworker's duties
- Assist Human Resources Manager and Director
- Perform all other duties or instructions as requested by HR/Payroll Manager.

### **Human Resources Specialist Job Duties:**

- Answer phones and greet clients
- Assist Human Resources Manager and Director
- Responsible for recruitment, selection, promotions, transfers
- Receive and assist employees nominated for referral and retention program
- Enter new employees' and/or employee changes into payroll system
- Organize and file all paperwork associated with HR
- Any other duties assigned by Director or Tribal Council.

### **Directly Reporting to:**

Human Resource 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. 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
- 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

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Employee Printed Name	Employee Signature	Date

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Supervisor Printed Name	Supervisor Signature	Date