



St. Croix Chippewa Indians of WI

Job Vacancy Posting

Join a team where your work directly impacts the strength, culture, and future of our community!

Position Title: Human Resources Manager

Department: Human Resources

Location: St. Croix Tribal Government Center

Employment Type: Full-time, Exempt

Compensation: \$60k-\$75k (DOQ)

Date Posted: 8/11/2026 – Open Until Filled

Position Summary: The Human Resources Manager manages the day-to-day operations, priorities, and workflow of the Human Resources Department under the direction of the Human Resources Director. This role provides operational leadership and supervision, supports consistent administration of personnel policies and practices, and serves as a resource to employees and management. The Manager also assists with coordination across Human Resources, Payroll, and Benefits and may act on behalf of the Human Resources Director when assigned.

What You'll Do

- Manage daily Human Resources operations, priorities, workflow, and assigned staff, including workload, performance expectations, coverage, and development.
- Oversee recruitment, hiring, onboarding, personnel actions, employee records, and separation processes.
- Guide employees and management on personnel policies, employee relations, performance management, and Human Resources practices; conduct or assist with investigations, grievances, accommodations, and disciplinary matters.
- Support consistent administration and ongoing review of Human Resources policies, procedures, and practices.
- Develop and improve Human Resources and Payroll processes to promote consistency, accuracy, accountability, and continuity.
- Assist the Human Resources Director with compliance, planning, policy development, training, audits, and organizational initiatives; serve as the Director's designee when assigned.

Work Environment & Physical Requirements

- Work is performed primarily in a typical office environment and requires extensive sitting with periodic standing and walking, frequent use of a computer, phone, and office equipment, effective verbal and written communication, and occasional off-site travel.

What We're Looking For (Minimum Qualifications)

- Associate degree in a related field with four years of progressively responsible HR or payroll experience; OR high school diploma or equivalent with six years of progressively responsible HR or payroll experience.
- At least two years of supervisory, lead, project coordination, or demonstrated staff-management experience.
- Demonstrated experience in multiple Human Resources functions, such as employee relations, recruitment, onboarding, performance management, policy administration, investigations, accommodations, unemployment, or personnel administration.
- Working knowledge of payroll and timekeeping processes, plus experience using Human Resources, payroll, timekeeping, or other business information systems.

- Ability to assess operational and employee-related issues, identify concerns, develop appropriate courses of action, determine when escalation is needed, and apply strong conflict-resolution, problem-solving, organizational, and analytical skills.
- Ability to manage competing priorities and time-sensitive deadlines with accuracy; communicate and collaborate effectively at all levels; and exercise sound judgment, professionalism, discretion, confidentiality, and attention to detail.

Preferred Qualifications

- Bachelor's degree in Human Resources, Business Administration, Management, Accounting, Finance, or a related field.
- Previous Human Resources management experience.
- Experience with Paychex Flex or a comparable HRIS/payroll/timekeeping system and/or payroll administration or payroll compliance.
- Professional Human Resources or payroll certification such as SHRM-CP, SHRM-SCP, PHR, SPHR, FPC, CPP, or comparable certification.
- Experience working within Tribal government, public-sector employment, or a complex multi-department organization.

Supervision

- Reports to: Human Resources Director
- Supervises: Human Resources and Payroll staff

Why Join St. Croix?

We offer meaningful work that supports our community, along with competitive benefits designed to support your health, financial well-being, and work-life balance. Please visit our Human Resources page to review our excellent benefits offered at <https://stcroixojibwe-nsn.gov/government/human-resources/>.

Additional Information

Native American preference applies in accordance with P.L. 93-638. Employment offers are contingent upon successful completion of all pre-employment requirements. All positions require a pre-employment drug screening. Additional requirements, such as background checks and driver's record reviews, may apply depending on the position. The full job description is available upon request from Human Resources.

How to Apply

Apply online at: <https://stcroixojibwe-nsn.gov/home/employment-opportunities/>. Applications will be reviewed as received until the position is filled. Incomplete applications may not be considered. For any questions, please contact Human Resources at hr@stcroixojibwe-nsn.gov or (715) 349-2195 ext. 5196.