POSITION ANNOUNCEMENT

Human Resource Director
Full Time Position

This position is eligible for our comprehensive benefit plan, which includes medical, dental, retirement, optional life insurance, optional disability coverage and more. For detailed information please see our website at www.fdlrez.com. Go to programs/staff benefits.

Location: Fond du Lac Tribal Center
Supervisor: Executive Director
Closing Date: April 19, 2021

Rate of Pay/Range of Pay: Depends on Qualifications

GENERAL SUMMARY:

The Human Resources Director leads and manages the Human Resources Division. Oversight and accountability of the Human Resources Division includes all facets of the daily operation of the Division, staff supervision and development, planning, information technology needed by the Department, and fiscal accountability. Additionally, the Human Resources Director is responsible for the collection and compilation of all Human Resources information related to employment with the Fond du Lac Band of Lake Superior Chippewa.

JOB RESPONSIBILITIES:

- Manages all areas in the Human Resource Division, including supervision and training of staff, development and implementation departmental budget, performance goals, and record keeping etc.
- Develops and maintains productive relationships with Division Directors and Program Managers to ensure human resources needs are met.
- Coordinates the development of human resource policies and procedures.
- Guides supervisors and managers in reviewing and evaluating policies, and employee discipline, grievances, terminations and other personnel practices and problems.
- Ensures Band compliance with all applicable laws and regulations and maintains clear understanding of laws, regulations, and professional standards applicable to Human Resources administration on the Reservation.
- Ensures that the confidentiality of applicants and staff is being upheld.
• Controls the collection, maintenance, and processing of all Human Resources data, including new hires, promotions, terminations, and related documentation.

• Establishes, maintains, and implements the Band’s workforce development strategies including employee training and other workforce development strategies.

• Counsels employees on job-related issues and problems, appeals, grievance rights, and other workplace issues.

• Conducts internal investigations as necessary and in a timely manner to ensure compliance with applicable policies and procedures

• Writes new or revised job descriptions.

• Conducts and participates in wage and salary surveys.

• Assures timely and accurate processing of human resource recordkeeping, including new hire, promotion, termination, and related documentation.

• Oversees all phases of the hiring process including advertising and recruitment, screening and interviewing processes.

• Advises Division Directors with respect to the review and evaluation of employment applications and selection of qualified applicants.

• Ensures effective communication with payroll department regarding wage adjustments, terminations, and other pertinent data.

• Supervises the Compliance Officer to assure adherence with the Drug and Alcohol Policy.

• Assists Fond du Lac Tribal Employment Rights (TERO) Officer in implementing the Fond du Lac TERO Ordinance.

• Plans, organizes, coordinates, and supervises all operations of the Division.

• Directs the Human Resources Division, including but not limited to: staff meetings, general supervision, performance evaluations, disciplinary procedures, leave approvals, timesheets, etc., with applicable approval when necessary.

• Day-to-day leadership of Band employees, by being visible, interacting with personnel, and inspiring them with Purpose and Values.

• Appropriate work attire is required

• Must attend mandatory department trainings.

• Ensures confidentiality of all financial records and all records for employees and/or clients.

• Displays a responsive and professional manner in promptly responding to all requests, complaints, and problems.

• Recognizes that each employee is a representative of the Fond du Lac Band of Lake Superior Chippewa and is responsible for demonstrating courtesy, respect, and sensitivity to the needs of all others, including visitors and co-workers.
• Represents the Fond du Lac Band of Lake Superior Chippewa and the department in a positive and professional manner in the community.
• Required to maintain proper attendance including reporting to work on time in accordance with applicable policies.
• Maintains a clean and organized work area.
• Due to changes and modifications in the job from time to time, employees are required to be flexible and assume other responsibilities assigned by management as deemed necessary.

**JOB QUALIFICATIONS:**

• Class D Driver’s license is required.
• Bachelors in Human Resource Management or related degree with major course work in human resource management, industrial relations, business or public administration is required.
• 5 or more years’ management and/or supervisory experience in Human Resources or a related field is required.
• Must possess THRP certification or obtain certification during the first six (6) months of employment.
• SPHR or SHRM-SCP Certification is preferred
• Knowledge of computer applications to include word processing, Access, Excel, and Microsoft Outlook is required.
• Knowledge of philosophy, objectives, trends, techniques, principles and practices of human resources management and administration.
• Ability to effectively and efficiently plan, organize, coordinate, and direct all Human Resource Division activities.
• Ability to develop and implement comprehensive human resource and employee relations programs, workforce development initiatives, and other departmental functions.
• Ability to interpret and explain laws and regulations applicable to human resource management on the Reservation.
• The ability to communicate effectively; act with resourcefulness, courtesy, initiative, and exercise independent judgment.
• Ability to communicate effectively orally and in writing is required.
• Ability to work independently and establish priorities is required.
• Attention to detail and accuracy is required.
• Ability to establish professional and harmonious working relationships on all projects and with all parties involved.
• Subject to drug and alcohol testing in accordance with the Fond du Lac Reservation’s Personnel Policies.
• Subject to pre-employment and annual background checks.
• Travel is required.

PHYSICAL REQUIREMENTS:

• Normal physical requirements

• Work environment: Office conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

• Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees and vendors.

• Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions, stress associated with position, and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NATIVE AMERICAN PREFERENCE

PLEASE INCLUDE WITH APPLICATION YOUR CREDENTIALS AND RESUME

Apply to: Fond du Lac Human Resources
1720 Big Lake Road
Cloquet, MN 55720
www.fdlrez.com
218-878-2653