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| POSITION PURPOSE |
| Under the general direction of the Director, will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization. |
| essential Duties, functions & Responsibilities |
| 1. Assist with the interpretation of the Human Resources Policies and Procedures, always protecting the POA. 2. Responsible for executing HR protocols related to recruitment: job advertisements, applicant screening, and interviews. 3. Assist with developing and executing all internal HR protocols related to Performance Management, Payroll, HR Personnel File Administration, Benefits, and other HR related duties and responsibilities. 4. Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending pay rates, incentives, start dates, and other pertinent details. 5. Responsible for conducting pre-employment testing. 6. Responsible for creating new hire, promotions, and transfer paperwork and processing in new hires, promotions, and transfers. 7. Ensures compliance with federal, state, and local employment laws and regulations, and organizational policies. 8. Attends and participates in college job fairs and recruiting sessions.  Conducts background checks for new hires, contractors, volunteers, board members, and current employees.  1. Responsible for documenting deficiencies within the approved policies and procedures, providing recommended changes to the HR Director each quarter. 2. Assist with HR projects such as trainings, meetings, or surveys. 3. Conduct and manage new employee orientation and on-boarding programs. 4. Participate in the development of departmental goals, objectives, and systems. 5. Perform other duties as assigned. |
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| MINIMUM qualifications | | | |
| Experience: | | | Two years work experience managing all phases of the recruitment and hiring process **AND** |
| Education: | | | Associate’s degree in Human Resources, Business or closely related fieldOR  * An equivalent combination of education and relevant work experience which demonstrate one’s ability to perform job duties may be considered. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | | | Knowledge of Pueblo’s traditional form of government, culture, and traditions  * Knowledge of functions and structure of the Pueblo of Acoma  Knowledge of employment laws, regulations, and HR Disciplines including best practices applicable to recruitment  * Knowledge of proper spelling, grammar, punctuation, and basic math * Skill in all disciplines of Human Resources * Skill in database management and recordkeeping * Skill and ability in preparing reports and correspondence * Skill in operating computers and other office equipment, including in a Windows environment, specifically Word, Excel, Access, and presentation software * Skill in providing the highest level of customer service. * Skill in conducting interviews * Skill in conducting background investigations * Skill in public speaking including conducting training * Ability to interpret, policies and regulations * Ability to communicate effectively, both verbally and in writing with good negotiation tactics * Ability to quickly learn applicant-tracking software or other recruitment systems * Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels * Ability to demonstrate excellent customer services skills * Ability to maintain confidentiality * Ability to be proactive and independent with the ability to take initiative * Ability to manage multiple and competing tasks/projects * Ability to analyze situation and recommend appropriate course of action in accordance with policy * Ability to demonstrate excellent time management and meet strict timelines * Ability to make solid decisions and exercise good judgment * Ability to travel to meetings, trainings, conferences, and job fairs * Ability to demonstrate excellence in everything, and continually seek improvement in results  Ability to perform other duties as assigned |
| PREFERRED QUALIFICATIONS | | | |
| * Three plus years Human Resources or background investigative experience * SHRM-CP, SHRM SCP, or THRP certification | | | |
| INDIAN PREFERENCE | | | |
| The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum. Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation. | | | |
| **OTHER** | | | |
| Confidentiality: | All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire. | | |
| Background investigation: Health Requirement:  Driver Check: | This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position. None.  All applicants must possess a current valid Driver’s License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position. | | |
| Drug screening: | All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing. | | |

*To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at* [*www.puebloofacoma.org*](http://www.puebloofacoma.org)*. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.*

*VA0672021 Pueblo of Acoma is a Drug Free Workplace.*