



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## HUMAN RESOURCES SPECIALIST

### *Position Description*

<b>Opens: October 13, 2021</b> <b>Closes: October 20, 2021</b>			
<b>Department:</b>	Human Resources	<b>Reports to (title):</b>	Human Resources Director
<b>Job Code:</b>	N-11	<b>Job Location:</b>	Bois Forte Tribal Government
<b>Pay Range:</b>	Negotiable	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	10/24/2018
		<b>Revised Date:</b>	10/24/2018

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Human Resources Specialist is responsible for providing assistance with a wide range of human resource functions, including: recruiting, interviewing, and hiring personnel, providing assistance with performance appraisals and corrective actions, and ensuring personnel are well informed of human resource policies and programs. The Human Resources Specialist manages the Human Resource Information System (HRIS), maintains and updates employee records, completes assigned tax, insurance, benefits reporting requirements, and ensures that Bois Forte Band of Chippewa records and reporting are in compliance with federal and state regulations. Updates job descriptions and assists with salary administration processes. Provides assistance to area personnel on training programs, benefits management, and other human resources concerns.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Develops, implements, maintains and conducts the New Employee Orientation Program for all new employees of the Bois Forte Reservation Tribal Government.
2. Maintains records, processes claims, timecards, documents, and ensures compliance with the following policies: Family Medical Leave Act (FMLA), Leave Share, Workers’ Compensation, and Personnel Policy,
3. Receives, maintains and facilitates employee grievances and appeals from disciplinary action.
4. Maintains all records for job descriptions, as well as ensures all current open job announcement are posted in public areas and Bois Forte Website and assists management with posting job announcements with outside agencies when needed.

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5. Tracks monthly benefit payments for benefit reconciliation.
6. Assumes responsibility for effectively completing assigned Human Resources functions.
7. Assists in recruiting, interviewing, and hiring Bois Forte personnel; ensures all hiring processes are effective and legally compliant.
8. Counsels managers on supervisory concerns including corrective actions and performance appraisals.
9. Assists with the performance appraisal program and makes adjustments as necessary.
10. Conducts new employee orientations, and ensures personnel are well informed of human resources policies and programs.
11. Coordinates job description revisions. Receives and reviews job descriptions from department managers and assists in ensuring information is complete and current.
12. Assists in developing and implementing Human Resources operations plans, policies, procedures, and goals. Recommends improvements, as appropriate.
13. Assumes responsibility for the accurate, complete, and timely preparation of records, reports, and other documents.
14. Maintains and updates employee files. Ensures employee files are complete and in compliance with Bois Forte policies and legal regulations.
15. Prepares, reviews, and approves federal and state reports including Workers' Compensation documents.
16. Ensures all Human Resource records are maintained in accordance with established policies and state and federal regulations.
17. Assumes responsibility for establishing and maintaining effective communication and coordination with area personnel and management.
18. Ensures employees are informed of programs and policies during New Employee Orientation.
19. Resolves employee requests, complaints, and problems courteously and promptly.
20. Assists department personnel and provides support on training and benefits programs.
21. Assumes responsibility for maintaining professional business relations with vendors, and suppliers.
22. Ensures professional reputation of the Bois Forte Band of Chippewa is maintained.
23. Stays abreast of developments in personnel management and related legal requirements
24. Complete and submit state of Minnesota New Hire report and other required reporting as required.
25. Performs other duties as assigned.

### **MINIMUM MANDATORY QUALIFICATIONS**

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| Experience:  | <ul style="list-style-type: none"><li>• Three to five years' experience in the Human Resources field.</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• Associate's Degree in Human Resources or a related field, or equivalent.</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>• None.</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Ability to operate general office equipment.</li><li>• Strong computer skills with proficiency in Microsoft Word and Excel.</li><li>• Ability to express creativity and demonstrate initiative.</li><li>• Ability to work independently with minimal instruction.</li><li>• Excellent written and oral communication skills.</li><li>• Knowledge of various employment laws and regulations.</li><li>• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.</li><li>• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.</li></ul> |

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- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.
- Valid driver's license, current auto insurance and the use of a privately owned vehicle for business purposes.

### PREFERRED QUALIFICATIONS

- PHR or THRP certification.

### WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative to 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 and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation** 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.
- Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

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**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**