

JOB ANNOUNCEMENT

POSITION: Assistant Human Resources Director/Benefits Coordinator

SUPERVISOR: Human resources Director

DIVISION: Support Services

SALARY RANGE: \$27.18- \$32.72 per hour (Grade 24-Grade 28)

CLASSIFICATION: EXEMPT

LOCATION: Owyhee, Nevada

Open: February 27, 2023

Close: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application). Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify Human Resources if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS:

This position is subject to random drug testing and a background check as a condition of employment. This position is subject to random drug testing and a background check as a condition of employment. This individual operates Tribal vehicles and equipment on a regular basis. This person comes into close contact with children and seniors in the course of delivering services to the community.

JOB SUMMARY:

The incumbent will be the Assistant to the Human Resources Director of the Shoshone-Paiute Tribes and is assigned to the Human Resources Department of the Support Services Administration. The Human Resources Department serves all employees of the Shoshone-Paiute Tribes.

ESSENTIAL FUNCTIONS: The incumbent will perform technical tasks in the administration of the personnel programs (e.g. Workman's Compensation, Health & Dental Insurance, Retirement Benefits, AFLAC, Life Insurance, etc.). Will maintain all pertinent records and submit necessary reports.

1. Verifies the completeness of all documentation pertaining to new hires and processes and maintains employee files in accordance with established procedures.
2. Records changes on all employee's status as necessary (e.g., change of address, departmental transfers, rate increases, terminations, etc.) and forwards to Payroll for updates. Will update on the MIP System.
3. Is responsible for all employee benefits. Answers employee questions concerning benefits; refers to various resources for information as needed.
 - a. Enrolls new employees in programs, conducts orientation to explain benefits.
 - b. Explains additional benefits at the end of the probationary period.
4. Administers and scores examinations to appropriate prospective employees, if required.
5. Schedules interviews between prospective employees and the Selection Committee in the process of filling vacancies.
6. Maintains employee evaluations for all employees.
7. Maintains the driver's license list for the Driver's License Insurance for the Tribal Organization.
8. In the absence of the Human Resources Director:
 - a. Approves all correspondence from the Human Resources Department.
 - b. Signs Personnel Forms from the Human Resources Department.
 - c. Processes and checks all paperwork pertaining to employee transfers, change in job classifications, increases, job advertisements, etc.
 - d. Gathers and collates necessary data for submission of required reports.
 - e. Authoritatively dispenses information relating to the personnel program.
 - f. Will supervise all Human Resources Staff.
9. Assists with the drug testing collections.
10. Will be a member of the team reviewing insurance programs for coverage and rate changes.
11. Will assist in recruiting personnel for vacant positions by updating available jobs on the Tribal website.

ADDITIONAL RESPONSIBILITIES:

1. Performs research, as required.
2. Will facilitate application reviews; send interview letters; assist with developing interview questions and conducting interviews
3. Performs other related duties as requested or assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS:

1. Bachelor's Degree in Human Services Field
2. At least 4 years personnel experience
3. At least 2 years or more of supervisory experience
4. Certification as a Tribal Human Resources Specialist, preferred.
5. Ability to deal effectively with staff, applicants for employment, and the public.
Ability to convey a positive and professional image to applicants and employees.
6. Computer literate.
7. Ability to maintain a highly confidential nature of personnel work.
8. Must have experience in the process of Health, Dental and Retirement Benefits.
9. Valid State Driver License and insurable with the Tribe's insurance carrier.

ADDITIONAL DESIRABLE QUALIFICATIONS:

1. Knowledge of Tribal Government Policies and Procedures
2. Knowledge of statistical procedures.
3. Experience in personnel work beyond minimum requirements.