

JOB ANNOUNCEMENT

POSITION: Human Resources Director

PROGRAM: Support Services

SUPERVISOR: Chief Executive Officer

SALARY RANGE: \$106,288.00 - \$120,099.20 (Grade 36, Step 01-Grade 38, Step 02)

CLASSIFICATION: EXEMPT

LOCATION: OWYHEE, NEVADA

OPENS: October 17, 2025

CLOSES: 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 (I) 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.

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 background investigation because of access to sensitive personal data. Unless exempted by the provisions of the ADA, this person will be required to regularly operate Tribal vehicles, constituting additional criteria for random drug testing.

BASIC FUNCTION:

Leads the Human Resource (HR) Office. Incumbent is responsible for developing and executing HR strategies, managing HR operations and ensuring compliance, while fostering a positive organizational culture and driving employee engagement and performance. The Human Resources Director will act as both a strategic advisor to leadership and advocates for employees, handling complex employee relations issues, performance management and talent development. Primary duty is the quality of the Human Resources service to the Shoshone Paiute Tribes. Incumbent is responsible for providing strategic direction to the Tribes to accomplish quality service and employee development through supervisor training, fair policies that promote individual accountability.

TYPICAL DUTIES:

- Ensures streamlining of the HR function through automation of the day-to-day tasks and reporting, allowing the staff the time necessary to provide robust HR services.
- This person is the leader of and teamed with the HR staff for all assigned positions and personnel, to include recruiting, job processing, evaluation reports and mentoring session feedback monitoring, drug testing, surveys, and training. With the HR staff, this person will perform job-auditing duties for the assigned positions and perform salary surveys.
- Coordinates the dispersal of information to applicants regarding job openings, the application process, testing, scores and final selections; insures the accuracy of such information.
- Works with staff members to ensure the Human Resources portion is in full compliance AAAHC standards.
- Assures timely assembly of position announcements; writes or edits promotional material and directs the production and distribution of announcements and the placement of ads.
- Documents recruitment procedures and necessary forms; assists in the development of recruitment policies, rules and practices.
- Ensures that special recruitment mailing lists are maintained and assists with outreach recruitment as needed.
- Conducts classification studies, including auditing positions by questionnaire and interview preparing and revising classification specifications, and recommending the allocation of positions to new or existing classifications.
- Arranges salary surveys to ensure they are competitive within the constraints of the Tribal budget. Strives to maintain fairness in compensation across the breadth of the Shoshone-Paiute Tribal employment pool.
- Ensures that advertised positions provide for the development of Tribal Members whenever possible, while promoting improved quality of services through individual employee career development.
- Ensures that the selection committee process is fair and unbiased and appropriately meets the expectations of Tribal preference in hiring.
- Provides oversight of the supervisory functions exercised by the Assistant HR Director.
- Provides information concerning human resources policies, procedures, wage rates and fringe benefits (Leave, Sick Leave, etc.) to Tribal employees and senior staff as requested/needed.

- Responsible for identification and implementation of Supervisor/Employee-development programs.
- Responsible for the development of special programs and training, such as ethics.
- Primary contact for the staffing of complaints and grievances
- Must be computer literate, proficient in Word and Outlook.
- Incumbent will perform other related duties as assigned.
- Responsible for recommending appropriate changes to the Employee Handbook, ensuring personnel policy updates are distributed, identifying personnel policies irregularities, assisting in staff planning and recruitment.

MINIMUM QUALIFICATIONS:

- Master's Degree in Business or Human Resources Management or a related field preferred.
- Bachelor's Degree in Human Resources, Business Administration, or a related field required.
- Must have a valid driver's license
- 5 Years + of progressive leadership experience in Human Resources positions, minimum
- PHR, SHRM, THRP Certification preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of Human Resources principles and practices.
- Thorough knowledge of general office practices and procedures.
- Ability to communicate effectively both orally and in writing.
- Ability to understand, interpret and clearly explain policies and procedures.
- Ability to efficiently coordinate all details and persons involved in the recruitment and final selection process.
- Ability to establish and maintain effective working relationships with staff and Tribal members.
- Incumbent must be able to pass a background check.