



# Bois Forte Band of Chippewa

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

## HUMAN RESOURCES DIRECTOR

### *Position Description*

Opens: March 11, 2020 Closes : April 9, 2020			
<b>Department:</b>	Human Resources	<b>Reports to (title):</b>	Executive Director
<b>Job Code:</b>	EX-18	<b>Job Location:</b>	Bois Forte Tribal Government - Nett Lake, MN
<b>Pay Range:</b>	Min: \$67,821.92 (\$32.607) Mid: \$90,429.22 (\$43.475) Max: \$113,036.53 (\$54.344)	<b>Supervises:</b>	Benefits Coordinator Human Resources Specialist Receptionist Tribal Enrollment Coordinator Recruitment & Onboarding Specialist
<b>Hours/week:</b>	40	<b>Classification:</b>	Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	01/01/2017
		<b>Revised Date:</b>	01/03/2017

### 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 Director is responsible for the overall planning, directing, controlling, and coordination of all administrative and operational functions of the Human Resources Department. The Human Resources Director shall direct and coordinate personally, or through subordinate personnel, activities designed to achieve department and company goals and objectives. The Director also develops, implements, and manages strategic objectives as they pertain to workforce systems, policies, performance, and development in accordance with Bois Forte’s overall strategic goals and objectives. The Director ensures that Human Resource activities are conducted in accordance with established government regulations. The incumbent shall provide effective leadership with objectives of ensuring legal compliance in all aspects of Human Resources administration and programming. Incumbent works under the general supervision of the Executive Director and shall directly supervise all Human Resources personnel.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Develops and implements an annual Human Resources and Organizational Development strategic plan that will lead to the effective administration of the department and provide direct and ongoing support to all divisions.

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2. Participates in all Executive Meetings and provides ongoing and special Human Resources reports.
3. Leads all recruitment initiatives to include, but not limited to, position description development and revision, market compensation analysis, and use of assertive recruitment techniques and resources.
4. Leads all selection initiatives to ensure all preference regulations are followed; ensures that all hiring managers are internally trained to conduct interviews; and oversees all job offers in writing are within the salary scale and meet all credentialing requirements.
5. Provides direct oversight of the employee benefits programming. Provides annual reports to the Executive Director and Tribal Council regarding utilization, commissions, and other issues and costs impacting premiums. Manages brokers and monitors carrier relationships to ensure the best product and service is provided in a cost-effective manner.
6. Leads all training and development initiatives across the organization to include, but not limited to, New Hire Orientation, Compliance, Safety, Customer Service, as well as employee technical programs as identified by the division Directors and Managers.
7. Collaborates with those involved with the Risk Management process to include, but not limited to, Safety, Worker Compensation and Compliance.
8. Works with Directors and Managers in accessing employee hiring, termination and other trends having current or forecasted impact on staffing and organizational effectiveness.
9. Identifies, implements and monitors employee relations and communications including but not limited to: all human resources and Bois Forte policies, procedures, standards and government regulations to the workforce and external entities.
10. Develops, implements and directs all activities related to the workforce including: recruitment, hiring, training, performance, development, compensation, benefits programs, regulatory compliance, and employment terminations.
11. Investigates, guides, and provides resolution activities for employee relations issues such as complaints, accidents, conflict resolution, engagement, and morale.
12. Provides direct oversight of the Human Resources Department staff regarding their performance, development and effectiveness.
13. Develops, recommends, and implements systems and processes to create overall improvement in workforce success: performance, productivity, effectiveness, culture alignment, and engagement.
14. Prepares and monitors budget for Human Resources operations and special projects.
15. Creates and implements or facilitates various contracts with employees, independent contractors, and HR related product and service providers.
16. Oversees all local, state, and federal workforce regulatory, compliance and reporting requirements.
17. Develops and oversees the Human Resources Information System, processes, and records management.

### **MINIMUM MANDATORY QUALIFICATIONS**

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| Experience:  | <ul style="list-style-type: none"><li>• Eight to ten years' experience working in the Human Resource field.</li><li>• Five years of supervisory experience</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• Bachelor of Business Administration with an emphasis on Human Resource Management or Organizational Development, or equivalent related experience.</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>• Valid driver's license, current auto insurance and the use of a privately owned vehicle for business purposes</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Solid understanding of employee related topics including: benefits, compensation, recruitment, performance and development, termination, employee relations, and state and federal labor laws and regulations.</li><li>• Experience and strong understanding of HRIS and related processes.</li><li>• Superior written and verbal communications skills to handle sensitive and confidential situations, provide guidance, and documentation.</li></ul> |

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- Competent knowledge of organizational development and strategic planning with excellent analytic skills.
- Solid understanding of employee related topics including: benefits, compensation, recruitment, performance and development, termination, employee relations, and state and federal labor laws and regulations.
- Excellent leadership skills
- Excellent written and oral communication skills.
- Ability to communicate with the public and possess strong interpersonal skills and present a professional demeanor in all interactions.
- Ability to establish and maintain effective working relationships with staff, vendors and the community.
- Able to multi-task as well as work independently and with minimal supervision.
- Ability to operate general office equipment.
- Strong computer background with skills and proficiency in Microsoft Word and Excel.
- Accountable, dependable, reliable, and customer oriented.
- Ability to make use of time in an efficient and productive manner.
- Ability to work and contribute as a "team" player.
- Strong organization skills with an ability to prioritize.
- Ability to deal with stressful situations on the phone as well as in person.
- Ability to exercise good judgment and decision making skills.
- 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.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- 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.

### **PREFERRED QUALIFICATIONS**

- SPHR 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.

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**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.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

**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 Generalist, 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.**