

Indian Pueblo Cultural Center

Position Classification and Description



The Indian Pueblo Cultural Center and Indian Pueblos Marketing, Inc., currently has an opening for a full time **HR Manager**. This individual accomplishes the Human Resources Office's strategic objectives by planning, organizing, and supervising all assigned functions required to operate and maintain departmental activities and services. Ensures recruitment and employment; compensation and benefits; automated and manual record-keeping systems; management education; training and development; employee relations; policy formulation and implementation; EAP; and performance development and evaluation programs are maintained in accordance with established laws, regulations, policies, and procedures. Maintains confidentiality of all privileged information.

Qualified candidates may apply online at www.indianpueblo.com or send their resume directly to Michelle Garcia at mgarcia@indianpueblo.com

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Oversees the supervision of personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Ensures compliance with established laws, regulations, policies, procedures, and work standards.
- In collaboration with the Director of Support Services, prepares the department budget. Administer the budget and prepare budget modifications when necessary and account for variances.
- In collaboration with the Director of Support Services, develops a strategic plan for all Human Resources functions, including recruitment and employment, compensation and benefits, personnel records, information systems, training and development and performance development and evaluation programs.
- Establishes, implements, and communicates goals, objectives, policies and procedures in accordance with strategic plan.
- Responsible for developing, updating, and implementing the Personnel Policies and Procedures, in compliance with applicable laws, regulations, and ordinances.
- Reviews and makes recommendations on policies and procedures, rules, and regulations, forms and documents and ensures compliance with federal, state, county, and tribal laws.
- Oversees the interpretation of the policies and procedures manual, and ensures adherence.
- Monitors the compilation and analysis of employee data and records.

- Oversees the recruitment, selection, and termination of employees.
- Responsible for the development, implementation, and maintenance of a salary administration plan, which includes compensation and benefit packages; the classification of positions; pay policies; and performance appraisal programs.
- Investigates employee complaints and ensures administration of the policies and procedures regarding employee grievances.
- Provides HR consultation and training for all departments regarding recruitment and employment, compensation and benefits, record-keeping systems, performance development and evaluation programs, and other related Human Resources functions.
- Organizes, implements, and maintains an employee recognition program.
- Ensures confidentiality of all employee records, investigations, and other information.
- Maintains professional and technical knowledge by conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's Degree in Human Resources or related field plus five years progressive work experience in Human Resources. PHR or SPHR certification preferred. Must successfully pass a pre-employment drug/alcohol screen, and background investigation.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of principles, practices and trends in recruitment and employment; compensation and benefits; record-keeping systems; and performance development and evaluation systems.
- Knowledge of EEO, ACA, HIPPA, COBRA, and other state, federal and tribal HR laws.
- Knowledge of effective principles and practices of education and development.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
- Ability to maintain confidentiality.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.

- Ability to be persuasive and tactful in controversial situations.
- Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in coaching and consulting management and executive level employees.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. There is frequent interaction with the public and employees. Tight time constraints and multiple demands are common.

Employee Signature_____

Date Revised:_____

Manager Approval:_____

HR Approval:_____