

JOB OPENING ANNOUNCEMENT

Job Title: Human Resources Director

Report To: Tribal Chairperson

Department: Human Resources

Job Vacancy: YAN-23-043

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: 6/5/2023

Closing Date: 6/16/2023

POSITION DESCRIPTION:

The Human Resource Director performs a variety of complex administrative, technical, and professional work in directing and supervising the personnel systems of the Nation, including classification, compensation, recruitment, policy development and benefits administration.

QUALIFICATIONS:

- Bachelor Degree in Human Resource Management, Public Administration, Business Management from an accredited college or university.
- Minimum five (5) years varied Human Resources Director/Management experience preferred, and at least one (1) year experience with governmental experience.
- Thorough knowledge of modern policies and practices of governmental personnel administration.
- Ability to read, analyze and interpret moderately complex data.
- Must be able to read write and speak the English language.
- Ability to communicate effectively, both verbally and in writing.
- Ability to apply principals of logical or scientific thinking to a wide variety of issues.
- Strong computer skills, preferably in Microsoft Office.
- Must have a valid Arizona Driver's License, be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Oversees tribal recruitment process; develops a tribal orientation process and oversees orientation of new employees. Provides consultation and support to directors, managers and others to ensure tribal member advancement whenever possible.
- Forecasts future staffing needs and assists in the development of staff to fill those needs.
- Researches, prepares, and supervises with human resource policy development, staff awareness and compliance with policies.
- Prepares summaries of HR policies and policy issues for employees. Advises and makes recommendations to Tribal Council on changes in HR policies, procedures, rules, regulations, and matters of workforce development and management.
- Ensures that tribal policies, procedures and practices are consistent with applicable employment laws, including but not limited to COBRA, ERISA, FMLA, FLSA, OSHA, Veterans preference, disability, etc.

- Responsible for coordinating the training and development of the Yavapai-Apache Nation workforce, including but not limited to specific areas such as supervision, management, confidentiality, performance counseling, etc. Develops an HR policy regarding training; evaluates training.
- Oversees employee relations including employee retention and evaluation systems. Provides Human Resource consultation to the Tribal Council, Executive Office, Directors, Managers and various levels of staff. Institutes regular performance reviews throughout the tribal organization; provides assistance with job description development, clarifying roles of authority. Facilitates/coordinates a system of accountability for attendance.
- Reviews and assesses employee compensation and benefits; works to understand and ensure that the Nation is able to offer the best possible mix of benefits and compensation. Conducts/coordinates wage survey within labor market to determine competitive compensation plan.
- Prepares, submits and manages an annual operating budget for Human Resource operations.
- Maintain Nation's Organization Charts.
- Prepares employee separation notices and related documentation, and conducts exit interviews.
- Maintains accurate personnel records.
- Represents the Nation at personnel related hearings and investigations.
- Manage the Nation's drug/substance testing programs.
- Mediates and administers grievances and personnel actions.
- Maintain a positive working relationship with Tribal employees.
- Maintains professional education and interaction at conferences and meetings to keep current with changes to Federal, state and local laws and industry trends.
- Other duties as assigned.

Physical Requirements

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

