



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Human Resource Director
DEPARTMENT: Human Resources
SUPERVISION: Eastern Shoshone Business Council
SALARY: DOE
OPENING DATE: September 14, 2020 **CLOSING DATE:** OPEN UNTIL FILLED

POSITION SUMMARY:

This is a key position for effective development, implementation and administration of the Personnel Management System. Provides management direction and accountability assuring efficiency of operation, effective administration and quality service delivery. Delegated authority to administer and enforce the Personnel Management Policies and Procedures adopted the Eastern Shoshone Business Council.

DUTIES AND RESPONSIBILITIES

- Enforces the Personnel Policies and Procedures as may be amended.
- Administers multiple personnel programs including: Recruitment, Alcohol and Drug Testing, Employee Benefits Administration, Classification and Compensation, Records Management, Orientation and Training, insurance functions, and Internal Investigations.
- Interfaces with Management System Programs providing internal checks and balances pertaining to payroll, personnel budgets, property clearances, Federal audits and application of a uniform compensation system.
- Ensures all new and revised position descriptions and modifies as needed. Assures qualification statements relate to essential duties and responsibilities. Classifies all positions and sets compensation rates enforcing compliance with the classification and compensation policies.
- Reviews personnel transactions for policy compliance and authorizes, disapproves, amends or returns to department with policy citation. Applies policy and decision making authority in a uniform and consistent manner. Oversees implementation of the operating system for timekeeping, payroll and benefits administration.
- Formulates, plans and directs personnel administration policies. Develops and delivers new employee orientation and training for career status employees and supervisors. Advises management and employees through policy development, training, and

interpretation.

- Ensures appropriate coordination on complex and sensitive issues that involve multiple disciplines including but not limited to employment laws, labor relations, safety and accounting.
- Provides timely, thorough and objective data and alternatives to the Eastern Shoshone Business Council for their decision-making on personnel and policy matters.
- Prepares reports regarding accomplishment of department's goals and special reports requested from the Eastern Shoshone Business Council.
- Analyzes statistical data and other reports concerning all aspects of employment in order to identify and determine causes of personnel problems to develop improved policies and procedures.
- Models high standards of honesty and integrity in all matters relating to employment with the Eastern Shoshone Tribes; and required as a condition of employment to conduct self both on and off the job in a manner that brings credit to the Tribal government.
- Motivates department personnel and peers toward future goals. Monitors and evaluates program performance and accomplishments; assesses overall effectiveness and efficiency and provides appropriate incentives, guidance.
- Interfaces with Tribal Management System personnel to assure programs are managed in compliance with applicable regulations and Tribal Management System policies and operating procedures governing Human Resource, Finance, and Administration. Takes corrective action when fiscal, contracting, human resource or other administrative problems are identified.
- Duties and responsibilities will include other activities and areas as needed to carry out the position functions.
- Performs other duties as assigned to maintain and enhance the operation of the program.

QUALIFICATIONS:

- Must have a High School Diploma or GED with:
- A Bachelor's Degree in Human Resource Management, Business or Accounting.
- Or minimum requirements: AA Degree in Human Resources, Business or Accounting or (4) years of Personnel and Management experience or Administration experience.
- Applicants must be willing to work in a fast-pace office environment and demonstrate a successful work history.
- Must be able to multi-task, operate computer and office applications including Word, Excel, HR management software, database systems, office procedures, filing, ability to work independently with little supervision, good judgment, ability to understand and execute a variety of complex written and oral instructions, strong written and verbal communication, and team working skills.
- Knowledge of the Privacy and Freedom of Information Act, HIPAA, and other laws applicable to the position.
- Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Eastern Shoshone Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 60 days.

- **MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE PERSONNEL DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC.** A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.
- Required to possess a valid driver's license and be insurable under the Tribe's vehicle insurance plan.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act, the Adam Walsh Law and the Wyoming DFS Central Registry.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state "See Resume " for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to menos@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.