



Eastern Shoshone Housing Authority

P.O. Box 1250
37 North Fork Road
Fort Washakie, WY 82514
307-332-5832 Office
307-332-1486 Fax

NOTICE OF EMPLOYMENT

Position: Human Resources Specialist
Supervisor: Executive Director
Opening Date: March 14, 2025
Closing Date: April 4, 2025
Salary: Pay DOE
Employment Type: Full-Time/Regular

The Eastern Shoshone Housing Authority (ESHA) accepts applications from individuals seeking permanent employment as a Human Resources Specialist.

Performance Requirements:

- Assists in policy development and directs & coordinates personnel management activities.
- Provide current and prospective employees with information about ESHA policies.
- Performs difficult duties, documents, receives, and audits time worksheets and other payroll records to ensure compliance with the Eastern Shoshone Housing Authority Policy Book.
- Input all employee information into Great Plains Dynamics software.
- Ensure all timesheets are correct in conjunction with timecards.
- Provide employees with information about benefits and insurance.
- Ensure proper pay rates and individual payroll changes, including tax filings, retirement, and all payroll deductions, are received and entered into Great Plains Dynamics to ensure the accuracy of individual paychecks.
- Maintain sick leave, annual leave, and all other benefits
- Ability to work cooperatively with supervisors, staff members, department personnel, and the general public with confidentiality, respect, and integrity.

- Ability to organize (file) and prioritize work using knowledge of current office technologies and business methods.
- Ability to work with specific time constraints and meet deadlines.
- Maintain job descriptions and performance evaluation support.
- Conduct employee orientations, including completion of new hire paperwork, drug testing, benefit review, and ESHA Policy and Procedures Handbook.
- Administer drug testing policy.
- Perform other job-related functions as deemed necessary,
- Matina and ensure compliance with organizational policies and procedures. Assist with the development of ESHA policies and procedures implementing recent federal, state, and/or tribal statutes and regulations and, as applicable, procedures for department activities and programs.
- And additional duties assigned by the ED, Deputy ED, and/or Board of Commissioners.

Qualifications, Experience, and Educational Requirements

1. A minimum of an Associate's Degree in Business Administration, Management, Human Resources, or Accounting; a Bachelor's degree is preferred. A combination of education, certifications earned, and years of experience in a comparable management position will satisfy educational requirements.
2. The successful applicant should possess working knowledge of the Native American Housing and Self Determination Act of 1996 (NAHASDA), 24 CFR 1000, 24 CFR 85, OMB A-87, OMB-A-122, and other federal, state, and tribal statutes and regulations on the administration of affordable housing programs.

How to Apply: Persons interested in this position should submit an Eastern Shoshone Housing Authority Employment application to Lynette O'Neal, Interim Human Resources, at lynette.o'neal@es-ha.com. For more information, please call (307)332-5832.

ESHA is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment because of race, religion, color, national origin sex, age, or handicap in accordance with Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, The Equal Pay Act of 1963, and Section 501 of the Rehabilitation Act of 1973.