

## Baraga Property

16449 Michigan Avenue  
Baraga, MI 49908  
906-353-6623 x4120  
Fax: 906-353-8786



## Marquette Property

200 Zhooniyaa Miikana  
Marquette, MI 49855  
906-249-4200 x249  
Fax: 906-249-4401

*Human Resources Office*

# COMPENSATION/RECRUITMENT MANAGER

Full-time, Non-Exempt Position

Management Benefits Package

**Location:** Baraga, MI/Marquette, MI

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED WITH THE APPLICATION  
OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- Ojibwa Casino Unlicensed Job Application
- Qualification Sheet(s)
- Resume
- College Transcripts (if applicable) or HSD/GED
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

POSTING DATE: **November 13, 2018**

CLOSING DATE: **November 27, 2018**  
(Or until filled)

**PLEASE SUBMIT APPLICATION AND REQUIRED DOCUMENTATION TO:**

Human Resources Office (Located in Baraga or Marquette)

Attn: Hannah Beesley, Human Resources Director

Email: [hbeesley@ojibwacasino.com](mailto:hbeesley@ojibwacasino.com)

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### Human Resources Office

## OJIBWA CASINOS POSITION DESCRIPTION

JOB TITLE: Compensation/Recruitment Manager

DEPARTMENT: Human Resources

LOCATION: Baraga & Marquette

SUPERVISOR: Director of Human Resources

WAGE: Grade 9 [Min/\$ 16.33/hr]  
Full-time, Non-Exempt Position  
*Management Benefit Package*

CLOSING DATE: **November 27, 2018**  
**(or until filled)**

**The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.**

**SUMMARY:** This position is responsible for the strategic planning, management and administration of the recruitment and compensation programs, including job description review and maintenance. Responsible for the research, development, implementation and monitoring of our compensation system. Counsels management regarding the application of sound compensation principles and practices. Ensures compliance with legal requirements associated with compensation and recruitment.

### MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Human Resources Management, Business, or related field and at least one (1) year of work experience performing human resources functions with increasing responsibility preferred.

**OR**

Associate's degree in Human Resources Management, Business or related field required. Must have at least three (3) years of work experience performing human resources functions with increasing responsibility.

**OR**

High School Diploma or Equivalency [GED] with five (5) years combined education and work experience, which included performing human resources functions with increasing responsibility required.

2. Experience in Compensation and Recruitment preferred.
3. Casino/gaming experience preferred.
4. Must be demonstrably proficient and experienced in Word, Excel, Access and Power Point programs.
5. Must have a satisfactory work and attendance record.
6. Familiarity with HRIS packages is preferred.
7. Must be familiar with Social Media recruitment practices (i.e. FaceBook, Twitter, LinkedIn, etc.).
8. Must possess excellent written/verbal interpersonal, communication and people-sensitive skills. Excellent customer/employee relation skills are a must.
9. Must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.
10. Must be willing and able to obtain additional education and training as needed.
11. Must adhere to strict confidentiality in all matters.
12. Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment physical and pre-employment drug testing.

## **DUTIES AND RESPONSIBILITIES:**

1. Assists in the establishment of long-range objectives regarding compensation programs.
2. Assumes overall responsibility for meeting the job evaluation needs of the Casino, reviewing job descriptions, recommending job grade and FLSA status based on internal and external benchmark data. Monitor application of the compensation system to ensure conformance to policies and guidelines.
3. Provides support to management in the development and maintenance of incentive compensation plans that are consistent with KBIC/Ojibwa Casinos overall philosophy and strategic direction. Develop, recommend, implement and administer compensation systems and programs which support pay for performance and meet other defined objectives.
4. Analyzes the incentive plans to ensure their viability and that they are achieving their intended objectives.
5. Provides advice, interpretation and counsel to management on compensation policy, procedures and issues.
6. Coordinates health, life, disability and retirement plans which include enrollment, recordkeeping, research, required filings and the resolution of complex problems. In addition, assists with the KBIC/Ojibwa Casinos' long-range strategic plan objectives regarding cost containment.
7. Recruits exempt and non-exempt staff using a variety of methods, including social media. Responsible for writing and placing advertisements, sourcing and establishing recruiting contacts (high schools, colleges, local associations, employment agencies, etc.), and participating in job fairs and educational facility recruitment/career days to source potential candidates and promote Casino awareness within the greater community area.
8. Develop, implement and evaluate effective strategies and high quality processes to attract and retain qualified candidates. Works directly within managers regarding placements. Ensure job specifications and desired qualifications are clear as well as advising managers on interviewing and selecting candidates. Ensure that TERO guidelines are adhered to and promoted within the recruitment process.
9. Coordinate and streamline the new hire process, addressing any employment/new hire issues to ensure maximum efficiency.
10. Responsible for monitoring and reporting costs per hire, turnover, and other measures of the staffing function.
11. Tracks and reports recruiting efficiency: hire ratios, response rates, internal hire rates, referral factors, etc. Ensures additions to staff are acquired within budget. Proactively identify and address areas for improvement by developing and implementing effective business outcome changes/additions to the Casino's policies, practices and procedures.
12. Develop fiscal year hiring projections and corresponding recruitment operating budget to ensure that operations are managed within established guidelines.
13. Actively participates in the Human Resources Department management team, assisting with the development and realization of H.R. strategic plans, goals, and outcomes.
14. Adheres to all Casino Personnel Policies and Procedures and Departmental standard operating procedures, Gaming Ordinance, N.I.G.C., and Tribal resolutions and laws.
15. Performs all other job related duties and individual assignments as directed by Human Resources Director.

## **WORKING ENVIRONMENT:**

1. Gaming work environment. Must be able to work various hours as needed, including weekends, holidays or nights.
2. Must be willing to travel between both properties.
3. Must be able and willing to participate in training as recommended or required.
4. Must have the willingness and ability to work in a smoke/secondary smoke-filled environment.

## **PHYSICAL REQUIREMENTS:**

1. Must satisfactory pass a pre-employment drug test, physical, and security background clearance.
2. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.

*This summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position shall be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.*

Updated job description 11/18.

**Qualification Sheet**

Name: \_\_\_\_\_

Position: Compensation/Recruitment Manager

**Please list your specific experience and knowledge in regards to the following qualifications:**

1. Bachelor's degree in Human Resources Management, Business, or related field and a minimum of one (1) year work experience which included performing human resources functions with increased responsibility preferred.

**OR** Associate's degree in Human Resources Management, Business or related field required. Must have at least three (3) years of office experience performing human resource functions with increasing responsibility.

**OR** High School Diploma or Equivalency [GED] with five (5) years combined education and work experience, which included performing human resources functions with increasing responsibility required. ***Please attach a copy of your College Transcripts (if applicable) or HSD/GED.***

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2. Experience in Compensation and Recruitment is preferred.

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*Qualification Sheet (Page 2)*

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11. Must adhere to strict confidentiality in all matters.

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