

Human Resources Office
Baraga Property
16449 Michigan Avenue
Baraga, MI 49908
Phone: 906-353-4120
Fax: 906-353-8786



Human Resources Office
Marquette Property
105 Acre Trail
Marquette, MI 49855
Phone: 906-249-4200 x204
Fax: 906-249-9610

HUMAN RESOURCES DIRECTOR

Full-time, Exempt Position

Administrative 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***

- KBIC Enterprise Job Application**
- Qualification Sheet(s)**
- Resume**
- Reference Sheet (Minimum of Three Professional References)**
- College Transcripts (If applicable) or Copy of HSD/GED**
- Copy of HR Certification (if applicable)**
- 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: April 22, 2019

**CLOSING DATE: May 6, 2019
(Or until filled)**

PLEASE SUBMIT APPLICATION AND REQUIRED DOCUMENTATION TO:

Human Resources Office (Located in Baraga or Marquette Ojibwa Casino)

Email: HR@ojibwacasino.com

Fax: 906-353-8786

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KBIC ENTERPRISE POSITION DESCRIPTION

JOB TITLE: Human Resources Director

BUSINESS/DEPT: Human Resources

LOCATION: Baraga & Marquette, MI

SUPERVISOR: General Manager

WAGE: Grade 13 (Min Wage: \$23.68-\$29.60/hr)
Full-time, Exempt Position
Administrative Benefits Package

CLOSING DATE: May 6, 2019

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.

POSITION SUMMARY: Plans, organizes and directs all aspects of the human resources functions, including hiring, compensation and employee relations for the Ojibwa Casinos, KBIC Convenience Stores, Eagle Radio, KBIC Transfer Station, Asemaa Wholesale & Distribution and any other businesses under the direct responsibility of the General Manager (Enterprise). Oversees the development, recommendation and promotion of comprehensive personnel policies and programs. Provides advice and guidance on the interpretation of personnel policies as they relate to individuals and organization objectives. Assists in planning and organizing labor force to effectively meet Enterprise objectives. Develops and administers wage and benefit programs.

QUALIFICATIONS/REQUIREMENTS:

1. MBA in Human Resource Management, Business, or Organizational Development preferred.

OR

2. Bachelor's degree in Human Resources Management, Business, Organizational Development AND a minimum of five (5) years of work experience which included performing human resources functions AND a minimum of three (3) years of work experience in a management capacity required.

OR

3. Associate's degree with coursework emphasis in Human Resources Management, Business, or Organizational Development AND a minimum of seven (7) years of work experience which included performing human resources functions AND a minimum of five (5) years of work experience in a management capacity required.

OR

4. High School Diploma or Equivalent AND nine (9) years combined college education with course work in Human Resources and work experience which included performing human resources functions AND a minimum of seven (7) years work experience in a management capacity required.

5. Specialized training in employment law, compensation structures, organizational planning and development, employee relations, training, safety, and active affiliations with Human Resource professionals and or organizations, preferred. Previous work experiences with a Tribal organization a plus.

6. Must have knowledge and understanding of Employment Law and be familiar with tribal, state and federal regulations in regards to employment.

7. Must have knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, and HRIS.

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 verbally present material to large groups.

10. Must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.

11. Must adhere to strict confidentiality in all matters.

12. Shall be self-motivated and have the ability to work independently with limited direct supervision and engage in complex problem solving.

13. Must be able to prioritize and organize multiple simultaneous projects to ensure timely and accurate completion.
14. Must possess good analytical and problem solving skills to think critically.
15. Must be willing and able to obtain additional education and training as needed.
16. Must possess a valid driver's license and valid vehicle insurance. Must be willing to travel between properties on a weekly basis.

DUTIES AND RESPONSIBILITIES:

1. Establishes and maintains personnel records.
2. Leads the process of filling staff vacancies through recruiting, screening, setting up interviews and testing applicants for posted positions at the discretion of the hiring authority.
3. Maintains lists of eligible employee positions.
4. Maintains current information on benefits such as compensation, Social Security, retirement, and insurances.
5. Administers and develops required in-service training programs for all employees.
6. Assists supervisors in counseling employees regarding problems affecting their work performance.
7. Interprets and explains personnel policies and procedures, rules, processes, and regulations to department heads, employees, and applicants.
8. Assists employees with the orientation process and maintains completed checklists.
9. Administers drug testing to employees to remain compliant with the Drug Free Workplace policy.
10. Implements and updates compensation program as approved by Tribal Council; prepares job descriptions for approval; conducts salary surveys and develops merit programs at the direction of the Tribal Council; analyzes the compensation system; monitors performance evaluation program and revises as directed by the General Manager.
11. Develops recommends, and implements departmental and personnel policies and procedures; prepares and maintains handbook on policies and procedures.
12. Maintains employee information such as personal data, compensation, benefits, performance reviews, employee disciplinary reports, and medical information.
13. Review and process applications to ensure all required documentation have been submitted.
14. Performs reference checks, administers and scores skills testing, and assists in all other employment activities.
15. Must comply with TERO and work closely with the TERO Office.
16. Prepares annual budgets for the department.
17. Monitor and report on legislation that may affect the Tribe's HR practices.
18. Prepares required employee notices, letters, status reports, etc. for signature by the General Manager/CEO.
19. Updates employee files to document personnel actions and to provide information for payroll and other uses.
20. Examines employee files to answer inquiries and provides information to authorized persons.
21. Responsible for integrity of information entered into the HRIS.
22. Compiles data from personnel records and prepares reports.
23. Ensures required employees complete pre-employment and annual tuberculosis screenings.
24. Computes wages and records data for use in payroll processing.
25. Compiles and maintains records for use in employee benefits administration.
26. Represent the KBIC at personnel-related hearings and investigations.
27. Ensures security background checks are completed, screened, and provides relevant information to the hiring authority.
28. Prepares reports for the General Manager and Tribal Council.
29. Works closely with the departments in complying with hiring policies and procedures.
30. Plans, directs, supervises, and coordinates work activities of subordinate staff related to employment, compensation, labor relations, and employee relations.
31. Supervises staff within the Human Resources Department.
32. Other duties as assigned.

PHYSICAL REQUIREMENTS:

1. Must be able to sit for long periods of time.
2. Must pass a pre-employment background clearance, physical and drug screen.

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.

APPROVED 04/22/2019

Name: _____

Position: Human Resources Director

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

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2. **Specialized training in employment law, compensation structures, organizational planning and development, employee relations, training, safety, and active affiliations with Human Resource professionals and or organizations, preferred. Previous work experiences with a Tribal organization a plus.**

3. **Must have knowledge and understanding of Employment Law and be familiar with tribal, state and federal regulations in regards to employment.**

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Qualification Sheet (Page 2)

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