

Position: Human Resources Director  
Department: Human Resources  
Supervisor: Tribal Administrator  
Supervises: Human Resources Administrator & Human Resources Clerk  
FLSA Status: Exempt

### **Position Summary:**

This position involves specialized work in developing and maintaining the Human Resources department of the Sac & Fox Nation. In addition, develops and administers various human resource plans and procedures for all SFN personnel. Responsible for providing services in the area of employment, wage and salary administration, training, career development, employment, employment benefits, insurance, retirement program, and personnel data/statistical information.

### **Duties and Responsibilities:**

- Plans, organizes, and controls all activities of the department. Participates in developing department goals, objectives, and systems. Recommends and initiates necessary changes to meet programmatic changes.
- Implements and annually updates compensation program; rewrites job descriptions as necessary; conducts salary surveys and participates in the development of all program salary budgets; analyzes compensation, monitors performance evaluation program and revises as necessary.
- Develops, recommends, and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost effectiveness, and information activities program.
- Conducts recruitment effort for all exempt and nonexempt personnel. Participates in decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Ensures personnel records are established and maintained in accordance with applicable employments laws/mandates. Retains employment records as prescribed by law. Maintains the Nation's organizational charts.
- Acts in the labor relations capacity and performs such function in cooperation with Program Directors to ensure equitable and fairness. Acts as technical consultant on employment laws, i.e. Workmen's Compensation, ADA, FMLA. EEO, etc.
- Chairs the Employment Benefit Committee.
- Works in concert as a member of an executive administrative team for providing personnel services to support all programs of the Nation.
- Works with considerable independence under the authority delegated by the Tribal Administrator, or if required the Business Committee.

**Knowledge, Skills, and Abilities:**

- Considerable knowledge of principles and practices of personnel administration, effective communication skills, and the ability to give leadership to programs and to relate well to others.
- Ability to write, clear, accurate, and logically
- Ability to establish and maintain effective working relationships with program officials, supervisors, employees, and Tribal Officials.
- Ability to deal tactfully with public.
- Ability to exercise sound judgment, be able to plan, be well organized, have excellent oral and written communication skills, work well under pressure, take the initiative, and be flexible and cooperative.
- Individual should be accurate, timely and respect confidentiality concerning employee information and SFN records.
- Familiarity with applicable state and federal regulations.

**Education and Experience**

- Bachelor’s degree and three (3) years’ general experience in the personnel field, OR
- Master’s degree in personnel administration and two (2) years’ general experience in the personnel field, OR
- Seven (7) years’ progressively responsible work in the Human Resources Field, OR
- Any appropriate combination of education and experience.

**Physical Demands**

- Majority of work is performed indoors
- Regularly required to sit, talk, or hear; stand and walk.
- Frequently required to use hands to touch/handle equipment, or reach with hands and arms.
- Occasionally required to stand and walk.
- Occasionally lift and/or move up to 40 pounds.

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Employee’s Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor’s Signature \_\_\_\_\_ Date \_\_\_\_\_