

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2016-92**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

**POSITION:** Human Resources Generalist I  
**OPENING DATE:** October 31, 2016  
**CLOSING DATE:** November 9, 2016  
**DEPARTMENT:** Administrative Services/Human Resources  
**SALARY RANGE:** NE-10; \$29,682 - \$44,512

**Position Summary:**

Under general direction of the Human Resources Manager, assists with employee relations, benefits, recruitment, policy development, policies, procedures, and training functions. Carries out established goals and strategic plan of the program. Maintains and safeguards the confidentiality of all privileged information. Consistently applies the Pueblo's Core Values in support of Workforce Excellence.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Prepares and processes job announcements and advertisements and ensures appropriate distribution.
- Provides information to candidates concerning the recruitment and selection process, explaining minimum requirements, job characteristics and examination procedures.
- Verifies applicants' skills by conducting analysis of applications, reviews test scores, conducts interviews, and other activities involving employment selection.
- Screens applications prior to submitting to supervisor and/or the hiring manager; arranges interview schedules.
- Maintains comprehensive database on open job advertisements; ensures timely notification to both successful and non-successful applicants.
- Prepares process of background investigations on all potential new hires, schedules drug and alcohol screens, and follows up on results.
- Counsels applicants and employees requesting information concerning employment opportunities and benefits.
- Sets up and maintains accurate employee and applicant records and files in compliance with departmental and regulatory policies and procedures.
- Maintains employee information by compiling, verifying, updating, and entering employment and status-change data to include: new hire paperwork, personnel action forms, benefits enrollment forms, and termination paperwork.
- Ensures confidentiality of all employee records, investigations, and other information.
- Maintains integrity of HRIS by inputting, retrieving, and sorting employee and applicant data.
- Collects and compiles statistical and operational data and information in order to produce accurate monthly reports, as necessary or requested.
- Introduces new employees to the organization by scheduling, conducting and/or participating in new hire orientation.
- Assists in administering the Pueblo's benefits including processing enrollments, cancellations, changes, billing and answering questions regarding the benefits programs.
- Assists in the investigation of employee complaints and in the administration of the Pueblo's policies and procedures regarding employee grievances.
- Assists all departments by providing guidance on general Human Resources issues and policies and procedures
- Assists with preparing, revising, and grading job descriptions.
- Reviews and processes Employee Performance Evaluations, checking for accuracy.
- Assists employees with disability claims, FMLA benefits, and monitors return to work status.
- Processes Workers' Compensation claims and monitors return to work status.
- Assists with employee recognition program and other employee rewards programs.
- Serves as administrative support and receptionist for the department: processes mail; maintains office supplies and prepares purchase requests; and maintains cuff accounts.
- Verifies employment.
- Exercises exceptional customer service by responding to customer requests in a timely manner utilizing courtesy and tact.
- Maintains professional and technical knowledge by attending relevant training and conferences.
- Contributes to a team effort and makes individual effort to support Workforce Excellence.
- Performs other duties as required.

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### **Minimum Qualifications:**

Two years human resources, personnel management or administrative assistance or closely related experience required. Associate's Degree in Human Resources or related field preferred. An equivalent combination of education and experience may be considered. Fluency in the Laguna language preferred

### **Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for the background investigation process. Every governmental operations position is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Human Resources Generalist I is considered a Moderate Risk Public Trust (MRT) position.

<b>Type of Background Check</b>	<b>Required</b>
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

### **Knowledge, Abilities, and Skills:**

- Knowledge of applicable laws, regulations, and policies.
- Knowledge of recruitment and employment processes; compensation and benefits programs; record-keeping systems; and performance development and evaluation systems.
- Knowledge of proper spelling, grammar, punctuation, and basic arithmetic.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language preferred.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to exercise independent judgment; to analyze situations and adopt appropriate courses of action.
- Ability to maintain confidentiality.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to work independently and meet strict time lines; to multi-task and extend due diligence to multiple job advertisements.
- Ability to travel to meetings, seminars, and job fairs; to work extended hours and/or weekends as requested.
- Skill in analyzing work experience and other information submitted on applications and determining applicability.
- Skill in computer use, including Word, Excel, Access, Outlook, PowerPoint, and programs specific to program.
- Skill in coaching and consulting management and executive level employees.
- Skill in utilizing courtesy and tact in dealing with difficult individuals or situations.

### **Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [POLemployment@lagunapueblo-nsn.gov](mailto:POLemployment@lagunapueblo-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**