

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2022-79**

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

**POSITION:** Human Resources Generalist I  
**OPENING DATE:** February 9, 2023  
**CLOSING DATE:** Open Until Filled  
**DEPARTMENT:** Chief of Operations  
**SALARY RANGE:** NE-10; \$31,429 - \$47,154

**Position Summary:**

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

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

**Essential Duties & Responsibilities:**

- Ensures updating of job descriptions prior to job announcements and the accurate completion of required paperwork. Prepares and processes job announcements and advertisements and ensures appropriate distribution.
- Provides information to candidates concerning the Pueblo's recruitment and selection process. Explains 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.
- 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: new hire paperwork, personnel action forms, and termination paperwork.
- Ensures confidentiality of all employee records, investigations, and other information.
- Collects and compiles statistical and operational data and information. Develops accurate monthly reports, as necessary or requested.
- Conducts employee onboarding and helps organize training and development initiatives
- Assists in the investigation of employee complaints and in the administration of the Pueblo's policies and procedures regarding employee grievances.
- Assists departments by providing guidance on general Human Resources issues and policies and procedures
- Assists with preparing, revising, and grading job descriptions.
- Organizes annual performance reviews and sends reminders to Managers and Directors regarding due dates. Reviews Evaluations for accuracy and processes.
- Assists with employee recognition program and other employee rewards programs.
- Serves as administrative support and receptionist for the Program: processes mail; maintains office supplies and prepares purchase requests; verifies employment; and maintains cuff accounts.
- Consistently exercises/exhibits professional etiquette and demeanor in personal and/or telephone contacts; responds to customer requests in a timely manner.
- Maintains professional and technical knowledge by attending relevant training and conferences.
- Performs other duties as required.

**Minimum Qualifications:**

Two (2) years of human resources work experience required. Associate's Degree in Human Resources or related field preferred. A combination of relevant education and directly related work experience may be considered. Fluency in the Laguna language preferred.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation 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.

Type of Background Check	Required
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, Skills, and Certifications:**

- 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 possess math skills sufficient to carry out essential duties.
- Ability to communicate effectively, both verbally and in writing.
- 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.
- 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 software programs specific to program.
- Skill in coaching and consulting employees at all levels.
- Skill to be persuasive and tactful in controversial 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 [poemployment@pol-nsn.gov](mailto:poemployment@pol-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 Road; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Kathleen Smith, at (505) 552-5778 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**