

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2025-55

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Human Resources Generalist II
OPENING DATE: August 27, 2025
CLOSING DATE: September 5, 2025
DEPARTMENT: Human Resources / ASD
SALARY RANGE: NE10; \$19.74 - \$29.60

Position Summary:

Under general direction of the Human Resources Manager, the Human Resources Generalist II 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 the confidentiality of all privileged information. 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:

- Assists the HR Manager in the development and integration of human resource programs to achieve strategic goals and operational objectives.
- Assists in the management of the Pueblo's benefits programs including health plans, retirement, Workers' Compensation, and applicable leave benefits.
- Assists Department Directors, Program Managers, and Supervisors in the recruitment process and other aspects of the Human Resources program.
- Assists in the development, implementation and maintenance of a salary administration plan; performs desk audit if necessary.
- Researches and develops new and innovative recruiting techniques to attract qualified applicants.
- Prepares and processes job announcements and advertisements and ensures appropriate distribution. Attends or conduct job fairs as necessary
- 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, review of test scores, interviewing, and other activities involving employee selection.
- Processes background investigations on 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.
- Verifies and enters new employment information into HRIS; updates status-change data in accordance with established policies and procedures.
- Ensures confidentiality of all employee records, investigations, and other information.
- Develops required narrative and statistical reports.
- Introduces new employees to the organization by conducting or participating in new hire orientation.
- Administers the Pueblo's benefits including processing enrollments, cancellations, changes, billing and communicates and counsels' employees as necessary by answering questions regarding the benefits programs.
- Processes monthly billings from insurance providers, reviews billings for accuracy, resolves discrepancies with carriers, and completes reports for management as requested.
- Acts as liaison with various insurance carriers and fosters effective relationships with client representatives.
- Responds to and investigates employee relations/complaints including harassment allegations, grievances and disciplinary actions. Conducts investigations in accordance with established policies and procedures.
- Assists with preparing, revising, and grading job descriptions.
- Implements the employee performance management program including performance evaluations, employee recognition, and other related activities.
- Reviews and processes employee performance evaluations, checking for accuracy and timeliness.

Job Announcement No. 2025-55

- Verifies employment.
- 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 and established networks with like programs.
- Assists, as directed the Pueblo's Emergency Management Programs and its response to public emergency incidents.
- Contributes to a team effort and accomplished related results as required.
- Performs other duties as required.

Minimum Qualifications:

- Bachelor's Degree in Human Resources or related field required.
- Five (5) years human resources field, including one (1) year of experience in employee benefits plans and one (1) year of experience in job description development.
- FEMA/ICS 100 & 200 Certifications preferred; must obtain within six (6) months of hire.
- A combination of relevant education and directly related work experience may be considered.

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 II is designated at a High-Risk Public Trust (HRT).

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	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of recruitment and employment processes; compensation and benefits programs; record-keeping systems; and performance development and evaluation systems.
- Knowledge and ability to interpret federal and state regulations pertaining to ERISA, COBRA, FMLA, ADA, and Workers' Compensation.
- Knowledge of basic accounting principles.
- Knowledge of proper spelling, grammar, punctuation, and possess math skill sufficient to carry out essential duties.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to learn and adapt to new technologies as they become relevant to or incorporated into the workplace; Zoom for remote work, etc.
- 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.
- Skill in analyzing work experience and other information submitted on applications and determining applicability.

- Skill in maintaining basic accounting spreadsheets for benefits administration including billing and reconciliations.
- Skill and ability in development of statistical and narrative reports.
- Skill in computer use, including Word, Excel, Access, and PowerPoint, and software specific to program.
- Skill in coaching and consulting employees at all levels.
- Skill in to be persuasive and tactful in controversial situations.
- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Ability to maintain good working relationships with individuals of varying social and cultural backgrounds; to maintain professional relationships with co-workers.
- Ability to work independently and meet strict time lines.
- Skill in operating office machines and computers, including Windows (Word, Excel, Access, and PowerPoint).
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. There is frequent interaction with the public and employees. Compressed time constraints and multiple demands are common. Travel will be required for training, meetings, and other events.

Application Instructions:

- Go to 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;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES