



## HUMAN RESOURCES DEPARTMENT

135 Capitol Square Drive, Zia Pueblo, NM 87053 • P: 505.867.3304 • F: 505.867.3308 • E: HR@ziapueblo.org

# VACANCY ANNOUNCEMENT

<b>OPENING DATE:</b>	<b>2/27/2024</b>	<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
----------------------	------------------	----------------------	--------------------------

POSITION TITLE: Human Resources Director  
PAY RATE: \$60,000-\$70,000/DOE

DEPARTMENT: Human Resources  
FLSA STATUS: Exempt; Full-time

### POSITION SUMMARY

The Human Resources Director reports to the Tribal Administrator and works in coordination and collaboration with Leadership, Tribal Council, and other management to ensure policy and ordinance adherence and implementation. The HRD plans, directs, and coordinates human resource management activities of the Pueblo of Zia's Tribal Administration organization to maximize the strategic use of human resources and maintains functions such as employee compensation, recruitment, personnel policies, and employment compliance.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Act as liaison between the Human Resources Department, and other departments and outside agencies as necessary.
- Analyzes and modifies compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Advises managers on organizational policy matters such as Indian preference and employment opportunities, sexual harassment, and training programs and recommends needed changes.
- May be required to serve as a witness in disciplinary actions and or employee management counseling.
- Plans and conducts new employee orientation to foster positive attitude toward organizational objectives.
- Identifies staff vacancies, recruit, interview and assists in the selected applicant (s).
- Manage recruitment and hiring procedures necessary to recruit and hire a superior workforce.
- Participates in interviews management – and executive level candidates; serves as interviewer for position finalists.
- Ensures that thorough investigations occur when employee complaints or concerns are brought forward.
- Reviews, guides, and management recommendations for employment terminations.
- Represents organization at Human Resource related hearings and investigations.
- Administers performance review program, performance Improvement Programs (PIP's) and employee development programs as needed to ensure effectiveness, compliance, and equity within organization.
- Assists in the development of and monitors an annual budget that includes Human Resources services, training programs, employee recognition, team building and administration.
- Administers salary administration program to ensure compliance and equity within organization.
- Protects the interest of employees of the Pueblo of Zia in accordance with Human Resource policies and Tribal employment codes/ordinances.
- Administers compensation as well as benefit programs such as life, health, dental and disability insurances, and employee assistance programs as needed.
- Assists in defining all training programs; provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.
- Assists in Employee safety, welfare, wellness and health initiatives; investigates accidents and prepares reports for insurance carrier.
- Assists with and actively participates in team building, cultural and communication activities.
- Keeps Administration informed of significant problems that jeopardize the achievement of goals and those that are not addressed adequately at the line management level.
- Conducts wage surveys within the labor market to determine competitive wage rate.
- Monitors all pay practices and systems for effectiveness and cost containment.

- Prepares Periodic reports as necessary and or as requested by Governor; Tribal Council; and Tribal Administrator.
- Other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Extensive job knowledge of policies and practices involved in human resources functions; including employment law, recruitment, selection, training and development, labor relations and negotiation strategies as well as working knowledge of Human Resources Information Systems.
- Knowledge of federal, state, and tribal employment laws, codes and ordinances, and other government regulations applicable to tribal governments.
- Demonstrated ability to lead and develop Human Resources including future staff members.
- Demonstrates ability to interact effectively with other Administration, Leadership, and Tribal Council and other departmental leaders.
- Ability to make objective decisions without being influenced by personal opinion, prejudice, conflicts of interest and political pressure.
- Ability to lead a team as a positive team member within the Human Resources department working with other Human Resources employees to ensure all Human Resource functions are efficiently and effectively organized and operated in a manner that promotes positive employment relations within the Tribal Government operations.
- Ability to commit to team building, constructive problem-solving, maintain high level of performance with no or minimal supervision.
- Ability to maintain the highest level of confidentiality.
- Must be accessible to promptly respond to questions and issues.
- Ability to adapt to frequent changes in daily schedules and workload.
- Ability to understand, gain knowledge and appreciate the differences with the Native American culture and customs.
- Must maintain a valid driver's license with good driving record.
- Must be able to travel.
- Must be able to successfully pass a background check and drug screening.
- Must possess excellent management, administrative, organizational, budgeting and planning skills, and communication skills, both verbal and written.
- Ability to establish and maintain positive, constructive, and cooperative working relationships with others and maintain them over time.
- Ability to analyze information and evaluate results to choose the best solution and solve problems.
- Excellent interpersonal and coaching skills.
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and skills in database management and record keeping.

## **MINIMUM QUALIFICATIONS**

- Master's degree in Business Administration preferred.
- Bachelor's degree in Business Administration with Human Resources concentration.
- 5-10 years' demonstrated progressive experience in Human Resources.
- 3-5 years Human Resources related certifications.
- Certified PHR/SPHR (Society of Human Resource Management).
- Must possess and maintain a valid NM Driver's License; and be insurable under tribe's insurance carrier.
- Must pass a background check and drug and alcohol screen.

## INDIAN PREFERENCE

The Pueblo of Zia has implemented an Indian Preference Policy. It is the policy of the pueblo of Zia to give preference in employment to applicants who possess the qualifications, education, experience, and ability required for a particular position, in the following order: 1) Enrolled member of the Pueblo of Zia. 2) Enrolled members of other federally recognized tribes. 3) Non-Indians. The application of Indian Preference is not automatic. Applicants are required to provide appropriate evidence, from their respective tribe, at the time of submitting an employment application for Indian Preference consideration.

***To apply, Employment Applications are available at the Pueblo of Zia Human Resources (HR) Department, front desk, or on-line at [www.ziapueblo.org](http://www.ziapueblo.org). For best consideration, all applications must be supported with a cover letter, resume, and/or certifications.***

***All applications must be submitted to the Pueblo of Zia HR Department by 5:00 pm on the closing date:***

**BY:**

**MAIL:** 135 Capitol Square Drive, Zia Pueblo, NM 87053 (C/O HR Department)

**IN-PERSON:** HR Department

**EMAIL:** [HR@ziapueblo.org](mailto:HR@ziapueblo.org) (attach employment application, cover letter, resume, any certifications and in the subject line please indicate the position you are applying for)

**FAX:** 505.867.3308 (C/O HR Department)

For more information, please contact the HR Department:

Phone: 505.867.3304 or Email: [HR@ziapueblo.org](mailto:HR@ziapueblo.org)