

## POSITION DESCRIPTION

**POSITION:** Human Resource Executive Director

**LOCATION:** S/M Community

**SALARY:** Negotiable Exempt

Supervised by/Reports to: Tribal Council for Stockbridge-Munsee Community

**POSTING DATE:**12-16-15

**CLOSING DATE:** 1-4-16

**PAY GRADE:** 8

### **General Responsibility:**

Stockbridge-Munsee Human Resources promotes open and safe communication along with establishing long-lasting and successful relationships. Our daily focus is on making a positive difference in the community and providing value to the organization. We accomplish this by delivering excellent service, proactively addressing needs and concerns, and providing strategic leadership. The Human Resource Director is responsible for the management of all Tribal and Gaming Human Resource, Mohican Nation Insurance, Occupational Health and Education Department functions. The Human Resource Director is responsible for the organizational development, compensation, benefits, performance management, employee relations, recruitment and retention, and compliance with all applicable tribal, federal, state and local laws.

### **Duties:**

1. Develops and implements the long and short-term strategic plan in conjunctions with the Tribal Administration, Tribal Council, and Community.
2. Must have ability to develop administrative policies and procedures for Stockbridge-Munsee Community (SMC). Available for consultation in regards to the application of the Stockbridge-Munsee Community (SMC) Policies and Procedures. The Executive Director of Human Resources must also be able to review new policies and/or procedures. Develop or refine of human resources programs, systems and procedures. Gather, research, analyze, and prepare data for studies and reports; drafts reports, charts and statistics as necessary.
3. Must be able to provide, consultation, guidance and advice to all levels of management and employees with regard to employment relationships, including employment practices/laws, progressive disciplinary/termination procedures, performance management, legal requirements, conduct and conflict impacting Tribal Administration.
4. Must be able to create advertisements and other recruiting documents. Collaborate on staffing strategy development, work planning and resource allocation.

5. Monitor change in the workplace involving systems and/or processes. The Human Resources function can monitor changes and initiatives that affect the Tribe as a whole. Develop, implement and administers the employee evaluation system; assists in resolving employee performance problems; provides counseling to employees and supervisors regarding work performance problems, education and training, and career development. Assists departments in developing their short and long range organizational structures and related strategic staffing plans; maintains current organization charts and staffing spreadsheets for each division.
6. Maintain Management, coordination and implementation of all aspects of training and development programs within Tribal Administration, including needs assessment, program creation and delivery, team facilitation and identification, contracting and management of outside providers. Create, design and deliver training programs to management and employees within Tribal Administration, including design and development of training materials, within planned budgets and deadlines.
7. Monitor and audit the records of employee information such as personal data, hire date, compensation, benefits, tax data, performance reviews or evaluations, and termination date and reason; inputs into databases. Make sure that databases and spreadsheets for necessary personnel records and management reports are in compliance. Continually monitor, maintain, modify and resolve problems in Human Resources data and systems.
8. Perform desk or field audits for classification or reclassification purposes. Drafts classification specifications and job descriptions based on research and identified criteria. Provides for and maintains equitable classification and compensation programs by supervising the preparation of classification specifications, obtaining external salary information and maintaining the integrity of the classification and compensation plan.
9. Performs all aspects benefits administration to include but not limited to 401k, pension, COBRA, open enrollment, benefit plan design, short-term disability, long term disability, customer service, and usage/participation tracking.
10. Establishes good relations with all levels of employees through consultation regarding organizational, job related issues, tribal policies and procedures, performance standards, human resource practices and conflict resolution.
11. Maintain and adjust compensation structure and review annually for industries' and regional competitiveness to assure effective recruitment and retaining of employees.
12. Will create and periodically review the effectiveness of internal employee performance system(s) to ensure fair reviews of employee's performances.

13. Will review internal Employee Assistance Program, Random and Pre-Employment Program and Occupational Health Program for effectiveness and competitiveness. Will revise to meet industry needs.
14. Responsible to develop employee manuals to meet the needs of the Gaming and Tribal Government. Will also update and revise as deemed necessary.
15. Lead in the development of Human Resources policies and procedures; ensuring applicability to industry and industry specific regulations.
16. Oversees job description's revisions, creations, workers compensation, safety and unemployment insurance programs and claims.
17. Coordinates 401k, deferred compensation and similar retirement benefits with employees, 401k committee and 3<sup>rd</sup> party vendors.
18. Responsible to follow the established Elder/Youth Ordinance and assist in issuance of Elder/License along with Tribal HR Manager.
19. Acts as Tribal liaison with government agencies in areas of regulatory compliance, with coordination with the legal department, represents tribe in hearings or other proceedings related to unemployment and workers compensation when necessary.
20. Acts as final step in the Casino grievance review process.
21. Compiles data, prepares and distributes period management reports relating to human resources
22. Will coordinate with manager and internal/external resources to provide employee training, development and retention.
23. Will stay current with all legislative laws and trends regarding FMLA, mediation.....
24. Will work with Occupation Health Department to ensure that tribal standards are met and maintained.
25. Must maintain an acceptable departmental attendance record.
26. Must be reliable and prompt when reporting to work.
27. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
28. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
29. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

## **QUALIFICATIONS:**

1. Bachelor's Degree in Human Resource Management, or related field is required.
2. Minimum of 5 years of experience as Human Resource Manager/Director of an organization with at least 500 employees required.
3. Demonstrated ability to lead and develop Human Resource staff members to include excellent interpersonal and coaching skills
4. Previous hospitality business and tribal government experience is desirable.
5. Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relation required.
6. Demonstrated 401K investing knowledge, previous 401K audit and 5500 filing experience.
7. Actual working experience with Property & Casualty and medical insurance to include knowledge of life, short term disability, and long term disability.
8. Broad knowledge and experience in employment law, compensation, organizational planning, organization development, employee relations, safety, and training and development.
9. Experience in the administration of benefits and compensation programs and other Human Resource programs.
10. Excellent demonstrated policy writing experience.
11. Demonstrated ability to serve as a successful participant on the executive management team that provides leadership and direction.
12. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
13. Must be able to obtain and maintain a Mohican Nation Gaming License.
14. Prefer membership in Society of Human Resource Management.
15. Excellent oral and written communications skills.
16. Must be eligible for coverage under the employer's liability insurance..
17. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
18. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.

**SUBMIT APPLICATION TO:**

Human Resources  
Stockbridge-Munsee Community  
N8705 Moh He Con Nuck Rd  
P. O. Box 70  
Bowler, WI 54416

Apply online at: [www.mohican.com](http://www.mohican.com)

**WE ARE A DRUG FREE EMPLOYER**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE.**

**The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian preference is given in accordance with the Tribal Employment Preference Ordinance.**

**New Position:**  
**Revised Position:**  
**Revised Position: 3-6-12**  
**Revised Position:12-9-15**

**Tribal Council Approved:**  
**Tribal Council Approved: 10-7-11**  
**Tribal Council Approved: 3-6-12**