



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275



www.sokaogonchippewa.com

Position: SCC Tribal Human Resource Manager
Salary: Commensurate with Education/Experience
Hours: Full-time – 40 hours
Reports to: Tribal Council

Job Summary:

This position is responsible for four core personnel functions: recruit, and select employees; monitor direct and indirect compensation; oversee employee relations programs and maintain compliance with applicable laws, rules and regulations.

Duties/Responsibilities:

- Manage day-to-day activities of the Human Resource Department.
- Assist the SCC Tribal Council and Tribal Department Directors/Leads to identify problem areas of the tribal operation related to personnel and develop policies and procedures to resolve the issues.
- Administer job recruitment and selection policies and procedures including: conducting job analyses; writing and updating job descriptions; advertising and managing application process; serving as Equal Opportunity Officer (EEO) during the hiring process; and ensuring compliance with all hiring regulations.
- Coordinate all appointments and complete paperwork with SCC IT Department and SCC Payroll Department on new hires and terminations.
- Administer SCC employee relations programs: "New Employee Orientation Program"; the performance evaluation system, the disciplinary and grievance system, and other employer/employee relations activities.
- Serve as primary administrator in ensuring compliance with all applicable Tribal, Federal, State and local laws, rules, and regulations related to employment practices including: maintaining an Employee Assistance Program, ensuring compliance with Native American preference policies, EEO laws and filing reports required by law.
- Maintain confidentiality and ensure the integrity and security of personnel records in accordance with Tribal and Corporate Policies and the Privacy Act.
- Oversee the mandates as outlined in the SCC Drug Testing Policy.
- Assist Directors/Managers in monitoring employee attendance and handling disciplinary issues when necessary (investigating concerns and complaints and suggesting resolutions).
- Serve as the SCC representative for Unemployment Compensation and Workers Compensation hearings and EEO cases.
- Monitor changes in employment laws and disseminate the information to management.
- Complete all other duties as assigned

Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii



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Qualifications:

- Associate's Degree in Human Resource or related field is preferred.
- High School Diploma or GED is required.
- 2 years' experience as a Human Resources Manager preferred.
- HRIS (Human Resource Information System) system knowledge and experience preferred.
- Comprehensive understanding of: job analyses, salary structure, EEO law, personnel recordkeeping, employee benefit programs, performance evaluation systems, interview systems and human resource information systems.
- Ability to cope with stressful situations on an ongoing basis.
- Experience with planning, organizing, coordinating, assigning and evaluating staff.
- Excellent verbal, written, presentation and computer skills.
- Have the ability to maintain a high degree of professionalism in the workplace, including appearance, communication, attendance, reliability, and teamwork.
- Knowledge of the Sokaogon Chippewa Community and culture preferred.

Pre-employment/random drug tests and a background check will be required for this position.

Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:

Kimberlee A. Soldier, Interim HR Director
3051 Sand Lake Road
Crandon WI 54520
(715) 478-7663
Email: hr@scc-nsn.gov

Posting Date: July 6, 2022

Closing Date: Until Filled

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