



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

POSITION DESCRIPTION

POSITION: Human Resources Manager **LOCATION:** San Ildefonso Pueblo
SALARY: DOE **REPORTS TO:** Tribal Administrator
FLSA Status: Exempt

JOB SUMMARY

Responsible for the overall management, administration, and implementation of the Pueblo de San Ildefonso human resources programs and activities. The incumbent is expected to formulate policies and procedures for all functional areas of responsibility and act as an advisor to the Tribal Administrator, Senior Management and the Governor.

ESSENTIAL FUNCTIONS

Plan, organize, direct, and coordinate the administration and maintenance of a comprehensive human resources management and organization development program. Oversee the development, administration and implementation of personnel rules, regulations, and policies and procedures in the areas of compensation and employee benefits, retirement, position classification, recruitment and selection and training. Perform advanced, complex, and technical assignments in all human resources programs of the Pueblo. Research human resource best practices for recommendation to Tribal Administrator for approval and implementation

Direct the development and implementation of the Pueblo's employment program, ensuring the attraction, retention, training, and motivation of competent, qualified employees. Direct the Pueblo's classification and compensation programs, ensuring the development and maintenance of consistent classification evaluation and salary administration procedures.

Direct the planning, development and administration of employee benefits, employee assistance and health wellness programs. Direct workers' compensation activities and programs. Direct staff with investigation of claims and assist in the settlement of claims. Investigate, process, and respond to questions, complaints, and grievances from job candidates and employees.

Direct the administration and implementation of employee training and development, and performance evaluation programs in coordination with the Tribal Administrator and Department Directors.

Direct the Pueblo's salary administration program, performance appraisals, merit salary adjustments,

and administration of the retirement program.

Compile and prepare a variety of human resources program reports and information abstracts.

Perform other duties as required or assigned.

OTHER JOB FUNCTIONS

Establish and maintain an effective system of communication within the organization, and establish and maintain effective working relationships with diverse groups and individuals.

JOB DEMANDS

Work is primarily performed in an indoor office setting for eight hours per day. Physical effort is needed to lift and carry office materials and displays. Mobility is needed to attend various meetings. Basic communication skills such as talking, seeing, and hearing are needed for frequent telephone usage and oral presentations. Patience and persuasiveness are needed when interacting with other people. Must have the ability to work in a fast-paced environment and meet deadlines. Must have excellent verbal aptitude and public speaking ability. Necessary aptitudes include understanding instructions, numerical aptitude, precision problem solving, initiative, analytic ability, memory, concentration and judgment. A high degree of technical skill, tact, and sound judgment is required in this position. May be required to travel, and occasionally work beyond normal work hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Policies, procedures, and functions of the Pueblo de San Ildefonso.
- Laws, ordinances, regulatory requirements and procedures affecting employment, compensation, and benefits administration.
- Laws and procedures affecting the administration of Workers' Compensation cases.
- Human Resource systems used in Tribal Government.
- Principles and practices of supervision, training, motivation, and counseling.
- Interviewing and negotiating techniques.
- Principles and practices of employment development, recruitment, selection, and placement procedures.
- Job analysis methodology.
- Principles and practices of classification, performance appraisal, compensation, and salary adjustment.
- Alternative work systems and processes.
- Training and employee development.
- Pension and retirement practices.
- Software and applicable data processing applications.

Department: Administration

Date Created: 03/13/2023

Approved: John Gonzales, Tribal Administrator; Christopher Moquino, Governor

Ability to:

Plan, organize, and supervise the development and maintenance of a comprehensive human resources program including, but not limited to training and employee development, compensation and classification, and benefits program.

Make recommendations on the purchase of employee benefits insurance coverage.

Administer a Workers' Compensation insurance program.

Assemble, analyze, and evaluate facts and evidence related to Workers' Compensation claims.

Develop and implement alternative workplace systems, processes, and methods.

Prepare clear, concise written and oral reports.

Persuasively present complex ideas and make effective presentations.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative working relationships.

Effectively represent the Pueblo and its programs to all levels of staff and to external organizations.

Training and Experience:

Bachelor's degree in business administration, human resources management, industrial relations, or a closely related field.

Three years of progressively responsible human resources experience, with at least two years in a supervisory position.

Experience must demonstrate working knowledge of human resources programs, such as, but not limited to: employment, compensation/classification, employee relations, organizational development and Workers' Compensation. Experience in a comparable work setting is highly desirable.

An equivalent combination of education and experience may substitute for the required Bachelor's degree.