



College of
Menominee
Nation
KESHENA • GREEN BAY

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| Position Title: Director of Human Resources | Reports to: President |
| Department: Human Resources | FLSA Status: Exempt |
| Classification: Regular Full Time | Benefit Eligible: Yes, Full Time Benefits |
| SOC Code: 11-3121 | Last Updated: 07/13/2018 |
| Location: Keshena Campus | Posting Status: 2nd Posting - Open to All |
| Grant Funded: Not Grant Funded | Application Deadline: 2 nd Posting- Open until filled. |

Position Summary: The Human Resources Director will be responsible for all aspects of human resources and provide strategic leadership and direction of recruitment and retention of the College's Human Capital needs. The Position develops, documents and executes sound human resources policies and procedures. The Director manages human resources and related activities to insure compliance with tribal, local, state and federal laws. The Director will be the main advisor to college leadership on human resources issues and supervise other human resources staff.

Position Responsibilities & Duties:

1. Employee recruitment, orientation, on-boarding and employee lifecycle programs
 - a. Provide new employee with and indoctrination to our mission, traditions, cultures and history of College of Menominee Nation values
 - b. Prepare new employee packets including letters of appointment
2. Employee retention, evaluations and staff development
 - a. Monitor timely employee evaluations
 - b. Oversee training and development
 - I. Customer Service
 - II. Technical Skills
 - III. Develops management and leadership skills
 - IV. Instill focus on Colleges values and mission
 - c. Conflict Resolution
3. Wage and Benefits Administration
 - a. Provide excellent customer service by communicating promoting and administering the Colleges health, dental, disability, life and wellness plans
 - b. Manage and monitor PTO and vacation accruals
 - c. Reconcile with payroll records to check gross pay and benefit deductions
 - d. Design and implement competitive compensation plan
 - e. Recommend and review performance management and lump-sum adjustments in compensation
 - f. Manage unemployment benefit and claims
4. Safety, welfare, wellness and health
 - a. Work closely with faculty and other staff to ensure a safe, non-hostel, discrimination free, healthy work environment
 - b. Oversee works compensation programs
 - c. Develop and monitor wellness programs
 - d. Participate in ensuring a safe secure work environment

5. Risk Management and Governance
 - a. Risk Management
 - I. Responsible for compliance with all Tribal, federal, state and local laws pertaining to all Human Resources Matters
 - II. Comply with FLSA, ACA, EEOC, FLMLA, ADA and other regulations
 - III. Work with leadership in executing Equal Opportunity, Diversity and Affirmative Action strategies
 - IV. Promote mutual respect, dignity and integrity with all employees
 - V. Consult with Tax, benefit and legal experts
 - VI. Manage Drug and Alcohol testing program
 - b. Governance to the Board of Directors and Transparency
 - I. Reports, advises and presents to Board of Trustees Key Human Resources indicators
 - II. Communicate College's potential risks
6. Strategic Planning
 - a. Participate in the development of and support the company's strategic plans
 - b. Service as a key member of Senior Leadership, helping to define mission, vision and direction
 - c. Establish and implement strategies to communicate and support the Colleges Mission, Vision, Culture and Values
 - d. Develops departmental goals and objectives
 - e. Assure human resources plans are consistent with organizational goals
 - f. Provide and visionary and leadership implementation role on behalf of all departments creating a well-respected and sought after department goals
7. Policy and Procedure Development and Implementation
 - a. Establish a culture of Continuous Process Improvement
 - b. Maintain Personnel Policy and Procedures booklet
 - c. Ensure excellent human resources policies and procedures to insure relevance, reliability, and completeness of financial statements
 - d. Maintain a documented system of human resources policies and procedures to minimize exposure
 - e. Accountable for HRIS integrity
 - f. Develop and Implement new policies and procedures

Competencies

1. Business Acumen.
2. Communication.
3. Consultation.
4. Critical Evaluation.
5. Ethical Practice.
6. Global & Cultural Awareness.
7. HR Expertise.
8. Leadership & Navigation.
9. Relationship Management.

SUPERVISORY RESPONSIBILITY-

Manages the overall direction of Human Resources Operations. Carries out supervisory responsibilities in accordance with the company policies and applicable laws. Responsibilities include interview, hiring, planning, assigning, directing work, rewarding, performance reviews, and addressing complaints and resolving problems.

Position Type/Expected Hours of Work

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 a.m. through 4:30 p.m.

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree in Human Resources plus highly relevant work experience is required.
- Three to five years of experience in executive level Human Resource Management
- Current knowledge of federal/state regulations related to employment and employee relations, including but not limited to ADA, FLSA, and FMLA
- Strong interpersonal, conflict management, customer service and negotiation skills
- Experience at improving business processes
- Experienced and demonstrated competency in strategic planning
- Strong interpersonal and communication skills, self-motivated and self-directed
- Ability to read, write reports, time management with tasks, and interpret business documents and regulations

Desired Qualification:

- Master's degree in Human Resource Management or related field preferred.
- SHRM Certification is useful but not required

Reporting to this Position: Human Resource Assistant, Human Resource Clerk, Student Workers

Physical Demands & Work Environment:

Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls. .

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office functions-Constant

-Exposure to office/class room environment- Occasionally

-Exposure to shop or maintenance environment - Occasionally

Tools & Equipment Used: Office equipment including copy, scan, print, fax machines, computers, calculators, and telephones.

| | | 1-33% | 34-65% | 67-100% | | | 1-33% | 34-65% | 66-100% |
|---------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| | | of time | of time | of time | | | of time | of time | of time |
| Activity | Never | Occasional | Frequent | Constant | Activity | Never | Occasional | Frequent | Constant |
| Bend | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lift/Carry | | | | |
| Squat/Kneel | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10 lbs or less | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Twist/Turn | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11-20 lbs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climb | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21-30 lbs | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crawl | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31-50 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reach | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 51-75 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Handling/Fingering | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 76-100 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Grasping | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Push / Pull | | | | |
| Repetitive Motion | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12 lbs or less | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Stand | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 13-25 lbs | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Walk | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26-40 lbs | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sit | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 41-70 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Special Activities | | | | | 71-100 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hand Control-L&R | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Tools | | | | |
| Foot Control-L&R | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Small Hand | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Type/Keyboard | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Power | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Drivers | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Forceful Grip | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to an environment consistent with working in an office environment. The noise level in the work environment is usually moderate.

I have read and understand the expectations and physical requirements of this job description.

Print Name: _____

Date: _____

Signature _____

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.