



Haliwa-Saponi Indian Tribe

39021 Hwy 561 · P.O. Box 99
Hollister, North Carolina 27844
Phone: (252) 586-4017 · Fax: (252) 586-3918
Email: info@haliwa-saponi.com

Position: Human Resources Generalist / Procurement

Department: Human Resources

Supervised by: Tribal Administrator

Pay Range: \$24.88-\$34.83 Hourly/D.O.Q

FLSA: Part-time/Non-Exempt

Position Summary: Under general supervision of the Tribal Administrator, contributes to the efficient daily operation of the Human Resources/Procurement department by performing a variety of administrative duties, and human resource functions; maintains professionalism in all interactions with internal and external customers.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Maintains records, files, materials, documents, and databases; enters data into Human Resources Information System; ensures all information is complete, accurate and updated.
- Research, reviews, and summarizes statistical reports; maintains integrity and security of confidential employee data.
- Develops advertising and recruiting practices to promote customer satisfaction for employees and candidates for employment.
- Recruits, screens, and interviews job applicants according to established policies and procedures facilitates communication between applicants, interview panel and manager.
- Performs reference, background, drug and other pre-employment checks and screenings on all potential new hires.
- Conducts new hire orientations; assists in processing status changes, new hires, miscellaneous changes, and termination checklists.
- Manages employee benefits and medical files; performs paper and system audits, as necessary.
- Attends meetings and seminars as required.
- Corresponds with internal and external customers in a friendly, courteous, and professional manner.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.
- Establish Tribal Procurement according to Super Circular 2 CFR policies, assist with contract development, internal controls for purchasing guidelines and thresholds.
- Other duties as assigned.



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Education and Experience:

- High School Diploma or GED.
- Bachelor's degree from an accredited college or university in Human Resources Management or a related field is highly preferred.
- One (1) to three (3) years' progressive work experience in Human Resources or Procurement Administration.
- One (1) to three (3) years' customer service experience.

Other Requirements:

- Must obtain and maintain Tribal Human Resources Professional (THRP) or Professional Human Resources (PHR) Certification within 180 days (6 months) of hire.
- Knowledge of the unique sovereign status of Indian Tribes and respect for tribal culture.
- Must have the ability to collaborate with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have and maintain a valid North Carolina Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Haliwa-Saponi Tribal organizational policies.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Job Knowledge- Knowledge of human resources in Indian Country; principles, practices, and trends in recruitment and employment; compensation and benefits; record-keeping systems; interviewing techniques; and applicable federal, state, county and local laws, regulations, and requirements.
- Decision Making– the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make responsible decisions.
- People Skills - the individual maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- Analytical Skills - Ability to analyze operational, statistical, and financial information and draw logical conclusions; compare and interpret data.
- Communication – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives, and letters.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Meticulous – the individual demonstrates accuracy and thoroughness and monitors their own work to ensure quality.
- Adaptability – the individual adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays, or unexpected events.



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- Reliability – the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- Organized – the individual keeps clean and organized workspace and projects.
- Motivated – the individual inspires self and others about them to get the job done and follow through on tasks.
- Technology Skills – Operates various word-processing, spreadsheets, MIP, and database software programs in a Windows environment.

Work Environment/Physical Demands:

Office work performed in an office setting and occasionally in an outdoor environment. Evening and/or weekend work, as needed. Tight time constraints and multiple demands are common. Travel required for training, meetings, conferences, presentations, and other events. While performing the duties of this job, the employee regularly required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands or arms and talk or hear. The employee occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee may occasionally require lifting and/or carry up to 50 lbs.

Indian Preference:

Native American Indian preference shall apply and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Signatures:

Approved by: <u>Shalene Kanseah</u>	<u>12/19/2023</u>
Executive Director Tribal Administrator	Date

HR:

Employee signature below constitutes employee's understanding of the requirements, essential, functions, and duties of the position.

Employee: _____