

# ***Human Resources Department***

## ***Santo Domingo Pueblo***



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### **JOB ANNOUNCEMENT**

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**POSITION TITLE: Human Resources Coordinator**

**SALARY RANGE: \$17.00-\$19.00 DOE**

**DEPARTMENT: Human Resources**

**POSITION STATUS: Full Time**

**SUPERVISOR: HR Director**

**FLSA STATUS: Non-Exempt**

**Period to apply: 6/27/2024 – Until Filled.**

#### **BASIC PURPOSE:**

Incumbent in this position recruits, research, interviews, screens reception, word processing, typing, proofreading, record and file maintenance, public contact, forms processing, conducts orientation, and technical and general clerical and/or secretarial activities requiring access to information affecting employee relations in support of the Human Resources department of Santo Domingo Pueblo. This position will have a controlling hand in recruitment, onboarding, training, health, and safety as well as assist in other functions of the Human Resources Department.

#### **TYPICAL FUNCTIONS:**

- Conduct New Hire orientation for all new employees of Tribal Programs.
- Organize and control all aspects of job recruitment, new hire packets, and onboarding for new employees and/or new positions including job descriptions, announcements, interviews, onboarding, and paperwork. Set up all new hire fingerprints into the time clock system.
- Posting of all job announcements in the ATS System and on job boards with closing dates.
- Examine, check, and verify documents for completeness, appropriateness, adequacy, and conformity to established requirements and follow-up on discrepancies.
- Work with Tribal Programs Administrator (TPA) and Chief Financial Officer (CFO) to obtain signatures for all necessary HR documents.
- Provide excellent customer service to employees, tribal members, vendors, tribal administration, and all who enter the HR Office.
- Provide training for current employees as it may relate to policy/procedures, harassment, employee safety, standards, and expectations.
- Assist employees and the public with personnel information and interpretation of personnel policies and procedures.
- Assist with all internal and external HR related inquiries or requests.
- Process changes in the HRIS System for any changes for employees, input data into computer, and maintain records for personnel files or database for all Santo Domingo Pueblo personnel.
- Coordinate training sessions.

- Must be able to create and complete employee action notice forms for directors and employees.
- Maintain calendars and schedule meetings and appointments for HR Director or TPA and staff.
- Process changes in status, input data into computer, and maintain records for personnel files or database for all Santo Domingo Pueblo personnel.
- Provides report (new hire, termination, employee roster, etc.) monthly to Human Resources Manager.
- Prepare Purchase Requisitions for department needs.
- Conduct verification of employment for current and former employees.
- Running errands for the HR department.
- Enter personnel information into the HRIS System (new hire information, address changes, benefit deduction and changes).
- Organize and maintain system for back-up and storage of files. Purge outdated documents from files as needed.
- Provide information to employers regarding employment verification.
- Answer departmental phone and take messages as needed.
- Assist with insurance programs such as liability, group health, and dental, short/long term disability, workers compensation and pension plans.
- File and maintain employment/medical records for future reference.
- Assistance with Automobile fleet management
- Assist with completing auto and injury reports.
- Maintain department supplies and materials. stock such as snacks/drinks, supplies, and other HR items requested, including organizing.
- Maintain and keep the front area of the office neat and organized.
- Must maintain confidentiality.
- Other duties as assigned.

### **Knowledge, skills & Abilities**

- Communication, written and verbal.
- HRIS Skill's
- Knowledge of HR laws and regulations.
- Ability to schedule meetings and other events.
- Team skills
- Presentation skills
- Knowledge of Microsoft Office including Word, Excel, PowerPoint, Outlook
- Excellent interpersonal and customer service skills.
- Excellent organizational, time management and attention to detail.
- Ability in working to understand HR principles, practices, and procedures.
- Ability to work independently & quick to learn.
- Ability to work well with others.

## **REQUIRED COMPETENCIES**

- **Integrity / Honesty**  
All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to confidentiality, handling, tracking of personnel and medical and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Customer Service / Client Orientation**  
All Santo Domingo Pueblo employees must be able to develop a clear understanding of customers' needs and goals while maintaining clear communication with customers regarding meeting their expectations. Must follow through and respond to customers' requests and inform them of action taken in a courteous, professional manner.
- **Teamwork**  
All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.
- **Flexibility**  
Incumbent in this position must be able to accept rapid change in job assignments, schedules, or priorities.
- **Goal and Task Management**  
Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Collect and Organize Information**  
Incumbents in this job need to be able to identify, systematically collect, and organize information for use by self or others in an organization.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma, or equivalent, required and **2-years'** experience as HR coordinator (preferred), or an equivalent combination of education and experience.
- AA Degree or bachelor's degree in human resources management/business administration preferred.
- Effective HR administration and people management skills.
- Exposure to payroll practices, health benefits claims, and 401k plans preferred.
- Excellent written and verbal communication skills.
- Proficient Microsoft Office including Word, Excel, PowerPoint, Outlook
- High Degree of comfort in learning new software programs
- Excellent organizational and time management skills.
- Works well under pressure.
- Must possess and maintain a positive attitude.
- Extended working hours, including weekends, may be required.
- Must be able to satisfactorily pass a background, fingerprint, and driver's check and be insurable under Pueblo's insurance.
- Must be reliable and dependable.
- Must be able to maintain a high level of confidentiality.

## **HOW TO APPLY**

**Please submit the complete application packet.**

- By email: HR@kewa-nsn.us, Subject line: **HR Coordinator – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052

**A complete application packet includes the following:**

- Santo Domingo Pueblo Employment Application
- Resume
- Cover letter
- Copies of relevant certifications

**Incomplete application packets may delay or exclude consideration of your application.**