

**APPLY IN PERSON AT:**

909 Packerland Drive  
Green Bay, WI 54303



**ONEIDA**

A good mind. A good heart. A strong fire.

**OR MAIL TO:**

P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

**POSITION TITLE:** HR Generalist  
**POSITION NUMBER:** 02022  
**DEPARTMENT:** Employment & Recruitment  
**LOCATION:** 909 Packerland Drive Green Bay WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Employment & Recruitment Director  
**SALARY:** E04 \$39,966/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** February 7, 2019  
**CLOSING DATE:** February 14, 2019  
**Transfer Deadline:** February 14, 2019  
**Proposed Start Date:** As Soon As Possible

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**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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**POSITION SUMMARY**

Participate in the design and coordination of staff employee recruitment programs for the Oneida Nation to ensure a qualified pool of applicants. Assist hiring managers with the initial screening of job applicants; review and approve department recruitment documentation for accuracy, consistency, and compliance with established regulations, policies, and procedures. Continuation of this position is contingent upon funding allocations.

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**DUTIES AND RESPONSIBILITIES:**

1. Develop, maintain and facilitate effective relationships, communication processes and activities with all internal and external customers and in all activities.
2. Provide solutions for customer concerns and continually focus on customer service.
3. Ensure established procedures and processes are utilized at all times, to ensure adherence to Tribal policy and procedure.
4. Attend departmental meetings to ensure effective communication takes place.
5. Evaluate new and existing positions by investigating and analyzing position duties and responsibilities to determine appropriate FLSA classification and salary levels; conduct desk audits as necessary.
6. Develop job descriptions to accurately describe job content and ensure compliance with applicable laws, regulations, policies, and procedures; work closely with supervisors to determine bonafide occupational qualifications.
7. Determine internally consistent and externally competitive pay levels for positions by performing market research and market pay comparisons; recommend appropriate position grade.
8. Research and analyze competitive compensation practices in the job market; contribute to established compensation surveys and/or develop and implement custom surveys as appropriate in order to determine competitive pay levels
9. Interact with and guide department hiring management to clearly identify position responsibilities and to establish minimum requirements and appropriate selection criteria for prospective candidates.
10. Interview and screen applicants to ensure minimum qualifications are met; make hiring recommendations as appropriate and schedule pre-employment screenings.
11. Coordinate job postings and advertisements for hiring managers with Recruiters using various forms of media.
12. Prepare and maintain employment records related to events such as hiring, terminations, or transfers using human resources management software.
13. Complete skills testing and schedule employees for Tribal and/or Gaming Orientation.

**JOB DESCRIPTION**  
**HR Generalist**  
**Page 2**

**DUTIES AND RESPONSIBILITIES: (Cont.)**

14. Review and evaluate the performance evaluation process and make recommendations to ensure an efficient and effective performance management system.
15. Monitor positions for assigned departs to include updating workforce levels.
16. Work cooperatively with MIS, HRIS, and Payroll to implement employee data changes.
17. Keep leadership and other departments informed of status of recruiting, compensation and general HR activities by attending meetings and submitting reports as needed/requested.
18. Complete Career Planning forms for all employees to include updating appropriate documents to track educational progress as needed.
19. Assist in developing tools and strategies to improve the quality of hires and increase retention of new employees.
20. Keep leadership and other departments informed of status of recruiting activities by attending meetings and submitting reports.
21. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
22. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently sit; handle, reach with hands and arms.
2. Occasionally stand, stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. Evening and/or weekend work may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

**STANDARD QUALIFICATIONS:**

1. Knowledge and ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Skill in preparing, reviewing, and analyzing operational and financial reports.
5. Skill in interviewing techniques of all levels of employees.
6. Ability to exercise independent judgment.
7. Plan, organize, and schedule priorities efficiently and effectively, meet strict deadlines and successfully cope with challenging situations and conditions.
8. Ability to understand standard compensation principles and processes.
9. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
10. Ability to work independently, exercise independent judgement, and meet strict time lines.
11. Ability to communicate efficiently and effectively both verbally and in writing.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Must be willing and able to obtain additional education and training.
14. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
15. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
16. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

**JOB DESCRIPTION**

**HR Generalist**

**Page 3**

**PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Two (2) years of compensation work experience.
2. Two (2) years of hiring work experience.
3. One (1) year of developing job descriptions.
4. Experience utilizing AS400/Power 8/Infinium software.

**MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. **Must be an enrolled member of the Nation of Wisconsin.**
2. Bachelor's Degree in Human Resources or related field.
3. Two (2) years work experience in Human Resources.

**ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**