

ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE	TITLE: Titles with Scope of Work Tribal Work Standards	ORIGATION DATE: 05/15/2009 REVISION DATE: 06/21/2016 EFFECTIVE DATE: After last signature
AUTHOR: HRD	APPROVED BY: <i>Compensation and Employment Director</i> <i>Marianne Rose</i>	DATE: 6-22-16
DEPARTMENT: All	APPROVED BY: <i>[Signature]</i>	DATE
DIVISION: All	APPROVED BY:	DATE:
EEO REFERENCE NUMBER: 3011	COMPLIANCE REVIEW BY: <i>EEO</i> <i>[Signature]</i>	DATE: 6-22-16
PAGE NO: 1 of 4	APPROVED BY: <i>HRD Manager</i> <i>Geraldine R. Demko</i>	DATE: 6/27/16

1. **Purpose:** To ensure consistency amongst like positions within the Oneida Tribe. This is only meant to be a guideline. There will be multiple factors that will need to be considered when determining Titles. (ie. market/industry standards, organizational needs, department needs, department organizational structure, budget, etc.)
2. **Work Standards**
 - 2.1. Human Resources Department will:
 - 2.1.1. Insure that job description duties/responsibilities/ qualifications are based upon market standards.
 - 2.1.2. Make final decision regarding titles.
 - 2.2. Items to be considered when determining levels and titles will include, but are not limited to the following:
 - 2.2.1. Level of responsibility
 - 2.2.2. Budgetary responsibility
 - 2.2.3. Scope of work
 - 2.2.4. Industry Standard
 - 2.2.5. Department needs
 - 2.2.6. Organizational needs
 - 2.3. The matrix on page 2 of these work standards reflects the standards for various levels of management and non-management positions within the Oneida Tribe.
 - 2.4. The matrix on page 3 of these work standards reflects the standards for various levels of Administrative positions and Maintenance positions.
 - 2.5. The matrix on page 4 of these work standards reflects the standards for various levels of maintenance and nursing positions.

Management and Professional Positions

PROGRAMS General Manager/Chief of Staff/ Chief Finance Officer	GAMING DIVISION Gaming General Manager
Division Directors/Assistant General Manager <ul style="list-style-type: none"> ➤ Oversees two or more area managers (area= three or more departments) 	Assistant General Manager <ul style="list-style-type: none"> ➤ Oversees two or more directors/managers
Area Managers (Directors) <ul style="list-style-type: none"> ➤ Oversees three departments/programs 	Directors <ul style="list-style-type: none"> ➤ Oversees three departments/programs
Directors <ul style="list-style-type: none"> ➤ Oversees two programs/departments/sites ➤ Oversee two managers or supervisors 	Assistant Directors <ul style="list-style-type: none"> ➤ Oversees two programs/departments ➤ Oversee two managers or supervisors
Managers/Assistant Directors <ul style="list-style-type: none"> ➤ Over one program/department ➤ Supervises two or more exempt and/or hourly employees ➤ Manages department and/or program budget ➤ Develops goals/objective in the range of two to four years 	Managers <ul style="list-style-type: none"> ➤ Over one program/department ➤ Supervises two or more exempt and/or hourly employees ➤ Manages department and/or program budget ➤ Develops goals/objective in the range of two to four years
Supervisors/Assistant Managers <ul style="list-style-type: none"> ➤ Supervises two or more employees ➤ Front Line Supervisor ➤ Scheduling, evaluations, disciplinary, KRONOS ➤ Makes Budget Recommendations ➤ Develop SOPs ➤ Develop short term goals/planning one month to one year 	Supervisors <ul style="list-style-type: none"> ➤ Supervises two or more employees ➤ Front Line Supervisor ➤ Scheduling, evaluations, disciplinary, KRONOS ➤ Makes Budget Recommendations ➤ Develop SOPs ➤ Develop short term goals/planning one month to one year
Specialist <ul style="list-style-type: none"> ➤ Knowledge or expertise in a certain area 	Specialist <ul style="list-style-type: none"> ➤ Knowledge or expertise in a certain area
Lead <ul style="list-style-type: none"> ➤ Oversees the work of the employees ➤ Maintains operations ➤ Does not perform disciplinary actions or evaluate performance. May provide recommendations. ➤ Reports violations to supervisor ➤ Provide recommendations for SOPs, policies and procedures, etc. 	Lead <ul style="list-style-type: none"> ➤ Oversees the work of the employees ➤ Maintains operations ➤ Does not perform disciplinary actions or evaluate performance. May provide recommendations. ➤ Reports violations to supervisor ➤ Provide recommendations for SOPs, policies and procedures, etc.
Coordinator <ul style="list-style-type: none"> ➤ Does not supervise employees ➤ Oversee a specific function/program within a department ➤ Short Term Planning one week up to one year ➤ May include budgeting 	Coordinator <ul style="list-style-type: none"> ➤ Does not supervise employees ➤ Oversee a specific function/program within a department ➤ Short Term Planning one week up to one year ➤ May include budgeting
Administrator <ul style="list-style-type: none"> ➤ This title may be used if the market indicates that it is an appropriate title. (i.e. AJNH Administrator) ➤ Scope of work and qualifications will vary depending on the position and what the market indicates. 	

Administrative Positions

Title	Qualifications	Grade	Scope of Work
Receptionist	<ul style="list-style-type: none"> • HS diploma within 1 year. This is an entry level position and must follow GED policy • 1 year experience preferred 	NE7	Basic support, phones, memos, filing, and scheduling
Administrative Assistant	<ul style="list-style-type: none"> • HS Diploma + 1 year of administrative experience required. • Associates preferred • 2 years of administrative experience is preferred 	NE9	Receptionist duties plus: <ul style="list-style-type: none"> • Attend meetings to take notes • Researches operational issues • Maintains department or staff calendars • Creates presentations • Tracks departmental budgets
Office Manager	<ul style="list-style-type: none"> • High School Diploma, HSED or GED with 2 years of administrative experience required • Associates Degree is preferred • 1 year of lead or supervisory experience preferred 	NE12	Administrative Assistant Duties plus: <ul style="list-style-type: none"> • May serve as main contact for building and maintenance repair • Supervise employees
Executive Assistant	<ul style="list-style-type: none"> • Associates Degree + 2 years exp. required • Bachelor's degree preferred • Oneida Enrolled Only • 1 year of supervisory exp. Preferred • This level is for Senior Management level • Reports to an Area Manager level or above 	NE13	<ul style="list-style-type: none"> • Provides executive administrative support • May supervise

Maintenance Positions

Title	Qualifications	Grade
Maintenance Helper	HS within 1 year (GED Policy)	NE6
Maintenance Technician	HS + 1 year of experience required	NE7
Senior Maintenance Technician	HS + 3 years of experience is required 1 year supervisory experience is preferred	NE9
Maintenance Supervisor	HS + 5 years of experience is required 1 year supervisory experience is required	NE13

Nurse Positions

Title	Qualifications	Grade
RN	Associates Degree in Nursing (ADN) is required 1 year of experience is preferred	NE15
RN supervisor	Bachelors Degree in Nursing (BSN) is required 3 years of experience is required 1 year of supervisory experience is required	E6
RN-Community Health	Bachelors Degree in Nursing (BSN) is required 1 year of experience is preferred	NE15