

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
<http://oneida-nsn.gov>



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

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: HR Generalist
POSITION NUMBER: 88174
DEPARTMENT: Personnel Services
LOCATION: 2491 Babcock Rd Green Bay WI
DIVISION: Gaming
RESPONSIBLE TO: Personnel Services Manager
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: January 16, 2018
CLOSING DATE: January 23, 2018
Transfer Deadline: January 23, 2018
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation 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.

POSITION SUMMARY

Provide hiring, compensation and recruiting support services to Gaming employees and departments based on sound business decisions that are in alignment with Gaming's Vision, Mission and Values, in order to accomplish the Division's objectives and strategic goals. Assist management with the screening and interviewing of job applicants. Ensure the consistent application of policies, procedures and practices for accuracy, consistency, and compliance with established regulations. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide excellent customer service for all internal and external customers of the operations at all times and in all activities. Establish and maintain effective working relationships with all internal and external customers of Oneida Casino. Provide solutions for customer concerns and continually focus on customer service as our top priority.
2. Develop, maintain, and facilitate effective relationships, communications processes and activities with all Gaming personnel and all other internal and external customers. Ensure established procedures, and processes are utilized at all times, to ensure maximum understanding and coordination are in place. Attend department meetings to ensure effective communications take place.
3. Ensure compliance with all regulatory requirements in all areas at all times. Adhere to established quality, service delivery, customer service, and customer demand expectations. Adhere to all audit, and legal regulations, laws, and practices.
4. Function as recruiter to actively source and evaluate recruiting strategies to ensure a qualified pool of applicants to meet the hiring needs of the Gaming Division.
5. Work with department hiring managers in the clarification of proposed position responsibilities and employment conditions, and on the establishment of minimum requirements and appropriate selection criteria for prospective candidates.
6. Develop job descriptions to accurately describe job content and ensure compliance with applicable laws, regulations, policies, and procedures; works closely with supervisors to determine bonafide occupational qualifications.
7. Perform market salary surveys for specified positions and enter into HR database for use in determining market pay rates.
8. Coordinate job postings and advertisements for hiring managers using various forms of media.
9. Schedule pre-employment screenings and coordinate the interview process for applicants.
10. Interview, screen, hire and process paperwork for applicants within established policies and procedures.
11. Approve and implement department recruitment documentation for accuracy, consistency, and compliance with established regulations, policies, and procedures.

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DUTIES AND RESPONSIBILITIES: (Cont.)

12. Prepare and maintain employment records related to events such as hiring, terminations, or transfers using human resource management software.
13. Assist in developing tools and strategies to improve the quality of hires and increase retention of new employees.
14. Monitor positions and GL numbers for assigned department or division.
15. Works cooperatively with MIS, HRIS, and Payroll to implement employee data changes.
16. Maintain database of potential applicants to ensure bonding, enrollment, testing, backgrounds, verifications, drug testing, and all other requirements and qualifications are completed during the interview and hiring process.
17. Schedule employees for Tribal and Gaming orientations.
18. Process all personnel status changes and provide a weekly report to Payroll and other departments as necessary.
19. Interpret and explain human resources policies, procedures, laws, standards and regulations.
20. Reviews and evaluates the performance evaluation process and matrices, and makes improvement recommendations to ensure an efficient and effective performance evaluation program.
21. Keep leadership and other departments informed of status of recruiting, compensation and general HR activities by attending meetings and submitting reports.
22. Provide reports to supervisors on positions budgeted for, current employees in the position, GL numbers, etc. as needed.
23. Maintain job files and records and appropriate filing of all employee related information in a secure manner.
24. Establish and maintain a list of outside applicant referral resources.
25. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
26. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
27. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
28. 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 walk, sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear.
2. Occasionally stoop, kneel, crouch, lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting.
4. Travel may be required for training, meetings, conferences, presentations, and other events. Evening and/or weekend work may be required as needed.
5. Work environment is **NOT** smoke, noise, or dust free.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

STANDARD QUALIFICATIONS:

1. Knowledge and ability to interpret federal, state, county, and local laws, and Indian gaming regulations and requirements.
2. Knowledge of departmental organization, functions, objectives, policies and procedures.
3. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Ability to prepare, reviews, and analyze operational reports as needed or requested.
5. Skill in analyzing and evaluating job content and writing accurate job descriptions.
6. Skill in interviewing techniques of all levels of employees.
7. Ability to understand standard compensation principles and processes.
8. Ability to work independently, exercise independent judgment, and meet strict time lines.
9. Ability to provide information in written form, e-mail and in person in a clear and concise manner.
10. Ability to establish and maintain constructive and cooperative working relationships with individuals of varying social and cultural backgrounds
11. Complete Career Planning forms for all employees to include updating appropriate documents to track educational progress.
12. Conduct exit and/or stay interviews for employees.
13. Skill in organizational management. Plan, organize and schedule priorities efficiently and effectively, meet strict deadlines and successfully cope with challenging situations and conditions. Complete tasks thoroughly with attention to detail.
14. Maintain strict departmental security, confidentiality and quality to meet professional standards of the department.

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STANDARD QUALIFICATIONS: (Cont.)

15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
17. 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.
18. 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.

PREFERRED QUALIFICATIONS:

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

1. PHR (Professional in Human Resources), SPHR (Senior Professional in Human Resources) Certification, SHRM-CP (Society for Human Resources Management - Certified Professional) or SHRM-SCP (Society for Human Resources Management – Senior Certified Professional) Certification.
2. Two (2) years of compensation work experience.
3. Two (2) years of hiring work experience
4. One (1) year of developing job descriptions experience.
5. Experience utilizing AS400 software.

MINIMUM QUALIFICATIONS:

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

1. Must be eighteen (18) years of age or older.
2. Bachelor's Degree in Human Resources or related field.
3. Two (2) year's work experience in Human Resources; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. Must provide a copy of Diploma, License, Degree or Certification upon employment.