

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



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

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

Phone: (920) 496-7900  
Fax: (920) 496-7490

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

**POSITION TITLE:** Organizational Development Specialist (Limited Term Contract-Two (2) Years)  
**POSITION NUMBER:** 00269  
**DEPARTMENT:** Human Resource Department  
**LOCATION:** 909 Packerland Drive, Green Bay, WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Organizational Development Specialist  
**SALARY:** E6 52,855/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** May 23, 2018  
**CLOSING DATE:** June 6, 2018  
**Transfer Deadline:** June 4, 2018  
**Proposed Start Date:** **As Soon As Possible**

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#### **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.

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#### **POSITION SUMMARY**

This position assist with the development, implementation, and execution of organizational Strategic Workforce Planning by coordinating and facilitating meetings and workshops, serving on project teams, assisting with change management initiatives, and developing and maintaining cross-functional relationships. This position is LTE for a special 2 year project. Continuation of this position is contingent upon funding allocations.

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#### **DUTIES AND RESPONSIBILITIES:**

1. Provide subject matter expertise and thought leadership to the Oneida Business Committee, HR, other business leaders, and other stakeholders on the development, communication, and execution of strategic workforce plans.
2. Assist the Oneida Business Committee, HR and other business leaders with processes such as workforce assessment, skills gap assessment, competency assessment, succession planning, and performance management.
3. Assist with developing and supporting organization workforce strategy planning framework, tools, and processes to enhance internal talent mobility.
4. Work with HRD on the development and implementation of HR software and management systems.
5. Create reporting metrics, dashboards and predictive analytics to monitor, analyze progress and effectively deliver assessment and results to organizational leaders.
6. Work with the Oneida Business Committee, HR, and other business leaders in the design, development, implementation, integration, and assessments of initiatives to ensure overall organizational effectiveness.
7. Facilitate workshops and meetings.
8. Apply change management techniques.
9. Prepare or assist with reports, analysis, flowcharts, process maps, strategy plans, and other business documents.
10. 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.
11. Maintain quality to meet professional standards of the organization.
12. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
13. 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.

## **JOB DESCRIPTION**

### **Organizational Development Specialist**

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#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk, sit, and stand; lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
3. 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 or expertise of Talent Management Systems.
2. Knowledge and understanding of adult learning principles.
3. Skill in quantitative and qualitative analysis.
4. Skill in operating software programs such as MS Word, PowerPoint, Project, etc., in a Windows environment.
5. Skill in coaching and consulting with management.
6. Skill and ability to facilitate group meetings and working sessions.
7. Ability to research and document findings.
8. Ability to independently manage projects and processes with strict deadlines.
9. Ability to establish and maintain effective relationships with individuals of varying social and cultural backgrounds.
10. Ability to think both logically and creatively.
11. Ability to analyze internal policies and procedures and be able to recommend improvements.
12. Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements.
13. Ability to anticipate problems that would create barriers to achieving goals.
14. Ability to work as a team member and foster a positive working environment.
15. Must have excellent oral and written communication skills.
16. Must be comfortable interacting with all levels of management.
17. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
18. Must be willing and able to obtain additional education and training.
19. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
20. 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.
21. 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. Master's degree in Business, Human Resources, Organizational Development or related field.
2. Strategic Workforce Planning Certification.
3. Knowledge and/or experience developing and executing complex workforce plans.
4. Knowledge of the functions and structure of the Oneida Nation.

#### **MINIMUM QUALIFICATIONS:**

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

1. **Must be an enrolled member of the Oneida Nation.**
2. Bachelor's degree in Business, Human Resources, Organizational Development or related field and three (3) years' work experience in one of the following: organizational development, strategic planning, workforce planning, talent management, change management, action research, project management or related field, 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.