

**APPLY IN PERSON AT:**

Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



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

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

**POSITION TITLE:** Employee Relations  
**POSITION NUMBER:** 03105  
**DEPARTMENT:** Oneida Business Committee  
**LOCATION:** Norbert Hill Center  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** OBC Officers  
**SALARY:** E05 \$47,476/Annually (NEGOTIABLE)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** August 4, 2020  
**CLOSING DATE:** September 3, 2020  
**Transfer Deadline:** August 11, 2020  
**Proposed Start Date:** To Be Determined

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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**

To act as the Human Resources Liaison for the Oneida Business Committee (OBC) by strengthening the supervisor – employee relationship through identifying and resolving workplace issues, measuring employee satisfaction and morale and by providing hiring, compensation, recruiting, and supervisor support services to the OBC Members. Assist members with the screening and interviewing of job applicants, conducting performance evaluations, addressing complaints, conducting investigations, and any re-organization. Ensure the consistent application of policies, procedures and practices for accuracy, consistency, and compliance with established regulations. This is a politically appointed contracted position. Continuation of this position is contingent upon funding allocations.

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**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 the Oneida Nation and community.
2. Develop and maintain effective relationships, communications processes and activities with the Oneida Human Resources Department.
3. Ensure established procedures and processes are utilized at all times, to ensure maximum understanding and coordination are in place.
4. Create interview questions and coordinate the screening and interviews for Councilmembers when hiring a direct report.
5. Develop job descriptions to accurately describe job content and ensure compliance with applicable laws, regulations, policies, and procedures; works closely with Councilmembers to determine bona-fide occupational qualifications.
6. Assist in research for market and salary analysis for specific positions for the HR Department when creating or updating job positions.
7. Create and implement department recruitment documentation for accuracy, consistency, and compliance with established regulations, policies, and procedures.
8. Facilitate and complete all personnel-related paperwork related to hiring, title and job reassignments, additional duties, incentives, contracts and reorganization.
9. Facilitate the annual evaluation process for all direct reports to the OBC, which includes; sending correspondence to employees, coordinating prep meetings and evaluation meetings.
10. Create and periodically review personnel-related standard operating procedures and work standards to ensure employee compliance

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

11. Maintain the system of reviewing complaints of direct reports. Assist in and facilitate the investigation process and ensure follow-up is conducted, which may include disciplinary action(s).
12. Assist the OBC and direct reports in the re-organization process through the Tribe-wide standard operating procedures and by working with HRD.
13. Create and facilitate the on-boarding process for Councilmembers and direct reports to the OBC.
14. Counsel and support BC Councilmembers on performance issues and recommend strategies for employee development.
15. Keep leadership and other departments informed of status of recruiting, compensation and general HR activities by attending meetings and submitting reports.
16. Maintain personnel files and appropriately file all employee related information in a secure manner.
17. 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.
18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
19. 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; and 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. Travel may be required for training, meetings, conferences, presentations, and other events. Evening and/or weekend work may be required as needed.
4. 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.
2. Knowledge of operations and the Business Committee Support Office organization, functions, objectives, policies and procedures.
3. Skill in operating various word-processing, spreadsheets, virtual meetings, and database software programs in a Microsoft Office environment.
4. Skill in analyzing and evaluating job content and writing accurate job descriptions.
5. Skill in writing interview questions for executive-level positions.
6. Skills in interpersonal relations with employees at all levels in the organization.
7. Ability to understand standard compensation principles and processes.
8. Ability to work independently, exercise independent judgment, and meet strict deadlines.
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. Ability to use project management principles for personnel-related projects and re-organization purposes.
12. Ability to be diplomatic and have compassion in difficult situations.
13. Ability to identify training needs and teach direct reports and/or OBC members work standards, processes and policies of the organization.
14. Ability to have a strong sense of ethics by following policies and maintaining confidential information.
15. Ability to view issues objectively in all personnel-related situations.
16. 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.
17. Maintain strict departmental security, confidentiality and quality to meet professional standards of the department.
18. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
19. Must be willing and able to obtain additional education and training.  
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.

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**STANDARD QUALIFICATIONS: (Cont.)**

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. 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. One (1) year of project management experience.

**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 Human Resources, Business, Management and Organizational Behavior or related field.
3. Five (5) years of a combination of hiring, compensation, job description development, and conflict resolution work experience.

**ITEMS TO BE SUBMITTED:**

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