

**APPLY IN PERSON AT:**

Human Resources Department  
909 Packerland Drive  
Green Bay, WI 54303



**ONEIDA**

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

**OR MAIL TO:**

Human Resources Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

**POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY**

**POSITION TITLE:** Executive Human Resources Director  
**POSITION NUMBER:** 09097  
**DEPARTMENT:** Human Resources  
**LOCATION:** 909 Packerland Drive, Green Bay WI 54304  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Oneida Business Committee  
**SALARY:** E10 \$92,444.00 Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** May 27, 2021  
**CLOSING DATE:** June 26, 2021  
**Transfer Deadline:** June 7, 2021  
**Proposed Start Date:** ASAP

**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**

The Executive Human Resources Director will provide the direction and leadership for all of the human resource needs of the Oneida Nation. This is a senior leadership position and will provide guidance and expertise on the hiring and recruitment, compensation and benefits, employee assistance, health and safety, training and development and the EEO departments. Ensure the planning, goals and direction of human resource activities are aligned with the Oneida Business Committee, the General Tribal Council and the laws and regulations governing the nation. This is a contracted position and continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Develop, execute, and maintain the strategic plan for the human resource functions of the Oneida Nation
2. Provide budget management for human resource areas including forecasting, budgeting, goal setting, approving expenses and reporting.
3. Establish, implement, and communicate the goals and objectives for the successful operation of a human resource department, including:
  - a. hiring and recruitment of an employee base that is representative of the needs of the nation.
  - b. administration of compensation, and benefits plans that are responsive, competitive, and equitable.
  - c. working with the CFO (designee) to develop the risk-management program.
  - d. a training and development program that meets the needs of the Nation and of the workforce.
  - e. an employee assistance program and employee health and wellness that ensure the health and wellbeing of competitive and engaged workforce.
  - f. the guidance of employees, supervisors with complaints of alleged discrimination, harassment, hostile work environment and retaliation and background for hiring.
4. Oversee, coordinate and/or investigate complaints of alleged sexual harassment and guide EEO Officer, employees, and supervisor with complaints of alleged discrimination, harassment, hostile work environment and retaliation. Ensure that policies and procedures are following all applicable laws, regulations, and resolutions. Continually monitor, improve, and implement policy and procedure updates.
5. Supervise, assign duties to, and coordinate the activities of staff to include evaluations, scheduling, disciplinary actions, hiring, training, orientation, coaching, and employee motivation.
6. Provide advice and guidance to the Nations management on the consistent interpretation of human resource policy and programs as they relate to the objective and employees of the Oneida Nation.

**DUTIES AND RESPONSIBILITIES:**

7. Ensure the confidentiality, integrity and security of personnel records, investigations, grievances, and other human resource documentation in accordance with federal, state, local and tribal laws, rules and regulations.
8. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
9. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
10. 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. Work is generally performed in an office setting with a moderate noise level.
2. Evening, weekend, and/or holiday work will be required
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:**

**Fostering Teamwork**

1. The ability and desire to work cooperatively with others on a team and getting groups to work together cooperatively.

**Empowering Others**

2. Demonstrated leadership experience in the field of human resource management.
3. Ability to delegate responsibility and authority and allow employees freedom to decide how they will accomplish their goals and resolve issues.

**Managing Change**

4. Demonstrate support for innovation and for organization changes needed to improve the organizations effectiveness, supporting, initiating and implementing change.

**Developing Others**

5. Willingness to delegate responsibility and to work with others and coach time to develop their capabilities.

**Attention to Communication**

6. Ability to communicate effectively by composing professional communications and utilizing the technology and electronic resources.
7. Ability to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions.

**Building Collaborative Relationships**

8. Develop maintain and strengthen partnership.
9. Skill in establishing and maintaining professional working relationships, providing leadership and mentorship to subordinates, coworker and peers.
10. Ability to create a culture of diversity, inclusivity, collaboration and teamwork.

**Strategic Thinking**

11. Ability to strategically align the department with all the business unit's organizational goals and objectives.

**Initiative**

12. The ability to work independently and meet deadlines.
13. Possess the independent judgement and interpersonal skills to be persuasive and tactful in controversial situations, adopt an effective course of action and provide meaningful resolutions.
14. Skill in organizational management. This requires the incumbent to plan, organize and schedule priorities efficiently and effectively, meet strict deadlines and successfully cope with challenging situations and conditions.

**Technical Expertise**

15. Knowledge of a broad range of human resource strategies and practices, including compensation, performance management, safety, hiring and employee relations; able to apply these strategies and practices in compliance with employment regulations.

**STANDARD QUALIFICATIONS:**

**Technical Expertise**

16. A comprehensive understanding of the laws and regulations that govern the administration of human resource policy and procedure.

**Thoroughness**

17. Ensuring one's own and others work, and information are complete and accurate; careful preparation for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled.

**Other**

18. Ability to operate at a skilled level the common computer resources of MS office, including word- processing and spreadsheet programs.
19. Skill in organizational management. This requires the incumbent to plan, organize and schedule priorities efficiently and effectively, meet strict deadlines and successfully cope with challenging situations and conditions.
20. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
21. Must be willing and able to obtain additional education and training.
22. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
23. Must pass a background security check with the Oneida Nation 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.
24. A valid driver's license or occupational driver's license is required. Must obtain a Wisconsin 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 and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law 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 human resource management, business administration, management, or closely related field.
2. Knowledge of the Oneida Community, its history and culture with the ability to integrate into work.
3. Knowledge of applicable Oneida Nation, federal, state county and local laws, regulations, and requirements.
4. PHR (Professional in Human Resources), SPHR (Senior Professional in Human Resources) Certification or Certified Compensation Professional (CCP) certification.

**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 with a major in human resources, business administration, public administration, leadership/management or a closely related field, or an equivalent amount of experience and education will be considered.
3. Six (6) years of progressively responsible experience in the field of human resources management.
4. Experience in developing, implementing, and monitoring department budgets.
5. Three (3) years of experience in a leadership or managerial position.

**ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. **Three (3) current references, dated within the last 3 months, that can attest to the applicant's Human Resource experience.**