

JOB DESCRIPTION

Title: Human Resource Specialist (Part-Time)

Position Summary:

The Human Resource Specialist is responsible for handling the organization's human resource function and, in such capacity, serves as a consultant to the executive director, department directors, and cost pool managers on all matters concerning human resource management. In addition, the Human Resource Specialist provides staff assistance to supervisors and department heads in developing, communicating, and carrying out the organization's human resource policies.

Duties and Responsibilities:

- Reports to the Executive Director.
- Plans and formulates general human resource policies, including workforce planning.
- Compliance with all federal, state, and tribal employment laws and regulations.
- Oversees recruiting, interviewing, testing, selection, placement, and orientation of new employees and volunteers.
- Implements education, counseling, training, and development programs.
- Coordinates the appraisal, transfer, promotion, lay-off, recall, demotion, and termination of employees.
- Administration of compensation programs for both exempt and non-exempt employees.
- Administration of employee benefits plans and programs, and disclosure of information concerning benefits to employees.
- Implements appropriate disciplinary and grievance procedures.
- Maintains personnel records and evaluating personnel programs and policies.

QUALIFICATION:

- A Bachelor's Degree from an accredited university in public administration.
- A minimum of three to five years of professional experience related to the duties and responsibilities specified above.
- Selection for this position requires official transcripts, as verification of qualifications.
- Knowledge of wage & hour regulations, personnel management, and Navajo Preference in Employment Act.
- Proven leadership in directing and supervising employees.
- Experience in personnel management in an educational agency, not-for-profit organization or tribal government.
- Must have a valid driver's license.
- Fingerprint and background check clearance required.