Caddo Nation of Oklahoma – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Caddo Nation of Oklahoma Employment Application available at the Administration building, or may be found at www.mycaddonation.com/employment. The Caddo Nation of Oklahoma does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Caddo Nation of Oklahoma is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>HR Generalist</th>
<th>Posting Date:</th>
<th>5/4/2023</th>
<th>Closing Date:</th>
<th>Until Filled</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Human Resources</td>
<td>Status:</td>
<td>Regular Full-Time</td>
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<td>Duty Location:</td>
<td>Binger, Oklahoma</td>
<td>Salary:</td>
<td>$18-24 per hour</td>
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Job Summary:
Under the supervision of the Human Resources Director, the HR Generalist conducts a review of job descriptions, job requirements, and qualification requirements for recruitment purposes; maintain all personnel, benefits, and performance records; coordination of employment benefits with providers, employees, and insurance representatives; and work with payroll to resolve any time and attendance issues. Respond to employment related inquiries, verifications of employment, and OESC unemployment claims. Provide employment information and orientation to newly hired employees. Respond to inquiries from potential applicants for vacancy information and application procedures. Serve as a liaison between the employing organization and external payroll and/or benefits providers and vendors.

Qualifications:
2 - 4 years of completed higher level education in human resources, business administration, or related field; or 3 or more years of experience in human resources or an administrative capacity including personnel, payroll, performance management, employee relations, benefits, pay and leave administration, and HR compliance.
Knowledge of personnel policies and procedures, payroll functions, and employment laws.
Proficiency in MS Office or related software, and related business and communication tools.

Basis of Rating: An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.

Requirements:
- Strong independent thinking, problem-solving skills, interpersonal, and organizational skills
- Excellent verbal and written communication skills.
- Organizational and time management skills.
- Maintain highly sensitive and protect confidential information at all times.
- Valid Driver’s License and insurable for liability insurance.

Application Procedure:
Submit the following:
- A current Caddo “Job Application”
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current valid Oklahoma Driver’s License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

Where to Apply:
Name: Caddo Nation of Oklahoma Personnel Dept.
Address: PO Box 487 Binger, OK 73009
Phone Number: (405)656-2344
Email Address: HR@mycaddonation.com
JOB DESCRIPTION

Job Title: Human Resources Generalist
Department: Human Resources
Location: Binger, Complex
Job Description Date: 5/4/2023
Revision Date: 5/4/2023
Position Type: Non-Supervisory
Travel Required: Occasional
Salary Range: $18.00 - $24.00 per hour
(Once the maximum salary is reached, only COLAs will be allowed unless a higher salary range has been approved by Tribal Council.)

JOB SUMMARY:
The HR Generalist conducts a review of job descriptions, job requirements, and qualification requirements for recruitment purposes, maintain personnel, benefits, and performance records; coordination of employment benefits with providers, employees, and insurance representatives; and work with payroll to resolve any time and attendance issues. Respond to employment related inquiries, verifications of employment, and OESC unemployment claims. Provide employment information and orientation to newly hired employees. Respond to inquiries from potential applicants for vacancy information and application procedures. Serve as a liaison between the employing organization and external payroll and/or benefits providers and vendors.

QUALIFICATIONS:

- 2-4 years of completed higher level education in human resources, business administration, or related field OR 3 or more years of experience in human resources or an administrative capacity including personnel, payroll, performance management, employee relations, benefits, leave, pay administration, and HR compliance.
- Knowledge of personnel policies and procedures, payroll functions, and employment laws.
- Proficiency in MS Office or related software, and related business and communication tools.

DUTIES AND RESPONSIBILITIES:

- Prepare vacancy announcements and coordinate publication on organizational website, social media, or newspaper publication.
- Develop job descriptions, advertisement flyers, and participate in job fairs or networking events.
- Review applications for qualifications and submit for consideration.
- Review personnel actions and supporting documentation for accuracy and completeness.
- Process job openings, vacation and leave requests, and recurring personnel actions.
- Assist in development and implementation of personnel policies and procedures.
- Review salary statements for accuracy and completeness prior to submission for payroll processing.
- Supervise and maintain confidential and sensitive information at all times.
- Maintain employment records and submit to OESC as needed.
- Respond to minority certification requests received from federal/tribal organizations or unemployment claims from OESC.
- Perform other related duties as assigned.
Prepare vacancy announcements and coordinate publication on organizational website, social media, or newspaper publication.
Develop job announcements, advertisement fliers, and participate in job fair or hiring events.
Review applications for qualifications and referral for consideration.
Review personnel actions and supporting documentation for accuracy and completeness.
Greet callers, visitors, and interested applicants responding to inquiries and requests for general information with professionalism and courtesy.
Coordinate with benefit providers for timely submission of employee elections for processing.
Review billing statements for accuracy and correction prior to submission for payment processing.
Safeguard and maintain confidential and sensitive information at all times.
Maintain employment records and update as needed.
Respond to income verification requests received from financial organizations or unemployment claims from OESC.
Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong independent thinking, problem-solving skills, interpersonal, and organizational skills.
- Excellent verbal and written communication skills.
- Organizational and time management skills.
- Understanding of recruitment, staffing management, payroll, and benefits administration.
- Maintain highly sensitive and protect confidential information at all times.

PHYSICAL DEMANDS:

Occasional walking, standing, lifting and carrying light to moderate weight at times, and long periods of sitting.

WORK ENVIRONMENT:

Majority of work is performed in an office setting working on a computer, preparing written materials, reports, and generating documents and forms. HR work often involves carrying out many different tasks within a single day.