



Hopi Tribal Housing Authority

Human Resources Specialist I

Under the direct supervision of the Chief Executive Officer, the human resource specialist performs, coordinates and oversees technical and office administrative duties in support of the Hopi Tribal Housing Authority. This position is responsible for providing support to the Chief Executive Officer and all disciplines of Human Resources including but not limited to employee relations, employee benefits, staffing, safety classifications & compensation, and any other duties as assigned. Maintains a high level of confidentiality internally and externally of all privileged information. Responsible for creating an inclusive and friendly environment that protects success and safety within the workplace.

Job Title	<i>Human Resource Specialist</i>	Reports to	<i>Chief Executive Officer</i>
Department	<i>Human Resources</i>	Classification	<i>Exempt</i>
Class Code	<i>0203</i>	GS Scale	<i>7</i>

ESSENTIAL DUTIES

Position Summary of Responsibilities

- Conducts research and analysis on administrative projects on behalf of the Chief Executive Officer. Prepares comprehensive reports, develops supporting documentation, and implements engagement initiatives, including feedback mechanisms.
 - Establishes and maintains an organized filing and retrieval system for highly confidential documents and records.
 - Assists with the operation and routine maintenance of office equipment and technology; coordinates repairs and general upkeep as needed.
 - Provides support in Human Resources and personnel management activities.
 - Coordinates departmental functions in accordance with applicable laws, regulations, policies, and professional standards, focusing on building strategic partnerships with HTHA management in all HR-related areas.
 - Audit and administer HR invoicing including temporary employee payroll and post-accident testing.
 - Ensures ongoing, clear, and effective communication with the Chief Executive Officer, supervisors, and stakeholders to reduce errors and recommend optimal solutions on issues and assignments.
- Staffing & Recruitment

- Provides technical support across all phases of the recruitment process including hiring, transfers, promotions, and terminations.
- Receives and screens of job applications, conducts reference and background checks, and coordinates interview logistics.
- Prepares and manages interview materials and correspondence related to selection, non-selection, and candidate notifications.
- Participates in interview panels, ensuring adherence to rules and procedures; extends employment offers and negotiates terms and conditions.
- Administer temporary employee conversion process, such as evaluation forms or scheduling and facilitating the orientation process.
- Processes all new hire, promotion, transfer, termination, and leave of absence documentation, including emergency leaves, eligibility, approvals, and return-to-work procedures; maintain positive onboarding and departing processes.

Employee Relations

- Educates employees and supervisors on the functions, policies, and procedures related to Employee Relations.
- Coordinates and delivers training opportunities relevant to workplace conduct and compliance.
- Provides guidance and interpretation of HTHA Personnel Policies in relation to employee relations issues.
- Supports employees in understanding and accessing their available benefits.
- Manage leave programs and prepare related notification letters.

Employee Benefits Administration

- Suggests, implements, and oversees the implementation of employee benefits including enrollment, changes, and terminations for health (medical, dental, vision), life, disability, unemployment, workers' compensation, and retirement/pension plans.
- Maintains regular communication with employees regarding benefits updates, policy changes, and emerging trends impacting coverage, including 401(k) plans.
- Handles all aspects of workers' compensation claims, including intake, filing, follow-up, and closure, coordinating with all relevant parties.

Classification & Compensation

- Provides guidance on classification and compensation practices, working in collaboration with the Chief Executive Officer and department supervisors.
- Advises the completion of Position Description Questionnaires (PDQs), and assists in the creation, revision, or updating of position descriptions.
- Supports organizational and staffing analysis, ensuring consistent application of employee policies and compensation structures.

Records and Documentation

- Maintains accurate and confidential employee records and departmental correspondence.
- Tracks employees leave accruals and ensures appropriate documentation is filed and secured in compliance with confidentiality requirements.

Team Collaboration and Special Projects

- Collaborate with HR team members to prepare job postings, coordinate training and seminars, organize events, conduct salary surveys, and facilitate open enrollment sessions.
- Prepares materials, brochures, and presentations for HR-related initiatives and public outreach.

Vendor and External Coordination

- Interfaces with third-party vendors, service providers, and external stakeholders to resolve administrative, contractual, or billing discrepancies.

Other Duties

- Actively contributes to team objectives and supports related tasks to meet departmental and

organizational goals.

- Drafts internal policies and procedures.
- Performs other duties as assigned or authorized in alignment with the strategic objectives of the HR department and the Hopi Tribal Housing Authority.

REQUIRED QUALIFICATIONS

1. Associate degree and five (5) years progressive experience in Human Resources; or
2. Equivalent combination of education and experience.

REQUIRED EXPERTISE

Technical and Office Skills

- Proficient in operating business computers and standard office equipment within a Windows environment, including Microsoft Word, Excel, Access, and presentation tools such as PowerPoint.
- Knowledgeable in modern office practices, procedures, and equipment.
- Skilled in business communication, including proper use of English grammar, spelling, punctuation, and basic arithmetic.
- Familiar with records management systems and basic accounting procedures.

Communication and Customer Service

- Strong written and verbal communication skills.
- Adept at managing complex customer inquiries with professionalism and efficiency.
- Demonstrated ability to provide outstanding internal and external customer service and maintain effective public relations.
- Capable of clearly and effectively communicating in English, both orally and in writing.

Interpersonal and Professional Skills

- Ability to work collaboratively and establish professional relationships across diverse social and cultural backgrounds.
- Demonstrates a positive attitude and the ability to work both independently and as part of a team.
- Skilled in organizational and employee development strategies.
- Capable of handling multiple tasks, meeting deadlines, and adapting to changing priorities.
- Maintains professionalism in representing the Chief Executive Officer and the Hopi Tribal Housing Authority (HTHA), fostering respect and confidence in leadership.
- Committed to maintaining strict confidentiality in all sensitive and client-related matters.

Knowledge of Tribal and Government Operations

- In-depth understanding of departmental operations, mission, and client service requirements.
- Knowledge of tribal, federal, and state funding sources, including relevant laws, ordinances, regulations, and application processes.
- Familiarity with traditional tribal governance structures, customs, and cultural values.
- Knowledge of the structure and functions of the Hopi Tribal Housing Authority and the Hopi Tribe.
- Awareness of socio-economic conditions on Indian Reservations and surrounding communities.

Human Resources and Benefits Administration

- Knowledgeable in onboarding processes and new hire procedures.
- Strong understanding of federal laws and regulations related to HR, including:
 - Fair Labor Standards Act (FLSA)
 - Americans with Disabilities Act (ADA)
 - Family and Medical Leave Act (FMLA)
 - Health Insurance Portability and Accountability Act (HIPAA)

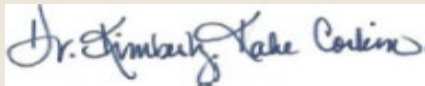
- Consolidated Omnibus Budget Reconciliation Act (COBRA)
- Employee Retirement Income Security Act (ERISA)
- Other related HR disciplines and legal frameworks
- Understanding federal rules and regulations related to retirement, pension, and employee benefit plans.

Work Ethic and Core Competencies

- Ability to follow verbal and written instructions with accuracy.
- Capable of working under general supervision or in coordination with specialized personnel.
- Dedicated to excellence and continuous improvement in performance and results.
- Highly trustworthy with a consistent track record of maintaining confidentiality and discretion.

SUPPLEMENTAL REQUIREMENTS

1. All hires are contingent pending a satisfactory outcome of successful pre-employment screening in accordance with applicable laws, regulations and the Hopi Tribal Housing Authority Personnel Policy
2. A valid Arizona Driver's License is required with no DWI/DUI convictions within the last three (3) years. Must be insurable through HTHA's vehicle policy and maintain throughout the duration of employment.
3. Must pass a background investigation in accordance with applicable laws and regulations pertinent to Tribal Housing Authorities.
4. Must be able to pass pre-employment drug, alcohol and substance screening and randomly throughout term of employment.
5. Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act, Title 25, U.S. Code, and Section 472 & 473. The Hopi Housing Authority is committed to equal opportunity without discrimination due to race, sex, religion, color, national origin, marital status, disability and sexual preference.

Approved By	
Title	<i>Chief Executive Officer, Hopi Tribal Housing Authority</i>
Date Approved	December 1, 2025