

Kiowa Tribe – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Kiowa Tribe Employment Application available at the Kiowa Tribal Complex, or may be found at www.kiowatribe.org/job-vacancies. The Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	Human Resources Director	Posting Date:	03/11/2019	Closing Date:	Until Filled
Department:	Human Resources	Status:	Regular Full-Time		
Duty Location:	Carnegie, Oklahoma	Salary:	\$26.44 - \$31.10 per hour		

Job Summary:

The HR Director will develop and implement HR policies and procedures, advises program directors, managers, employees and other concerning policies of the Kiowa Tribe. Responsible for HR budget, expenditures, reports and plans for current & future. Provides, reviews & analyzes HR reports, provides & projects for immediate and long range program development; participates in management and other meetings as requested. Investigates, resolves sensitive and confidential issues or problems. Confers with supervisor, legal counsel and others in complicated legal matters. Advises & consultant on employee disciplinary matters, personnel issues and ensure actions taken adhere to all relevant policies. Oversees the proper administration of payroll functions, including salary changes, placement action, etc. Manage appropriate job descriptions, recruitment and employee benefits programs. Responsible for the maintenance of employee files, maintains confidentiality of and safeguards all privileged information. Develop, implement & maintain compensation program to include annual reviews for all positions. Other duties as assigned.

The Kiowa Tribe provides a comprehensive benefits package including: leave benefits, (13) paid holidays, benefit insurance plan providing eligible employee access to medical, dental, vision care, \$25K Basic Life and \$25K Basic AD&D Life insurance and a 401K plan for eligible employees.

Qualifications:

Minimum Bachelor's Degree in the Human Resources, Business, or related field from an accredited four year college or university
Minimum 5 years of professional experience in human resources, a closely related field; or an equivalent combination
Candidates must be able to demonstrate ability to plan and coordinate the activities of a human resources department with a broad range of functions and to direct personnel. PHR or SPHR certification a plus.

Knowledgeable of working in a tribal and federal employment laws.

Knowledge of analytical and evaluative methods and techniques.

Proficient in Microsoft applications, ADP payroll system and HRIS systems

Strong verbal, written and presentation communication skills with ability to interpret and explain rules, laws and regulations.

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:

Must possess a Valid Oklahoma Driver's License and insurable for liability insurance under the Kiowa Tribe's Driving Policy.

Must submit to and pass a pre-employment background check.

Must submit to and pass a pre-employment drug test.

All tribal positions are subject to random drug testing in accordance with the Kiowa Tribe's Drug-Free Workplace Policy.

Application Procedure:

Submit the following:

- A current Kiowa "Job Application"
- A copy of Indian Preference Form 5-4432, 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	Address	Phone Number	Fax Number	Email Address
Kiowa Tribe HR Dept.	PO Box 10 Carnegie, OK 73015	(580)654-6317	(580)654-2855	hr@kiowatribe.org