

# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION



<b>Position:</b>	Human Resource Coordinator & Administrative Assistant
<b>Department:</b>	Administration
<b>Employment Status:</b>	Regular, Non-Exempt
<b>Class:</b>	Full Time
<b>Location:</b>	Bartlesville, OK
<b>Immediate Supervisor:</b>	Executive Director of Tribal Operations
<b>Date Approved:</b>	12/27/2023

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### **GENERAL DESCRIPTION:**

This is a dual position responsible for providing a range of HR support for a large staff in conjunction with the Delaware Tribe's Third-Party Payroll and Human Resource support provider, as well as providing administrative support for the Executive Director of Tribal Operations. Excellent communication skills are imperative to this role. This position has oversight in maintaining compliance related to Tribal, Federal, and State laws, policies, procedures, and regulations.

### **Essential Duties & Responsibilities**

- Performs routine tasks in coordination with the third-party provider required to administer and execute Human Resource Programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety.
- Maintains proficiency in all tribal codes, policies, and procedures plus all federal regulations as required.
- Works closely with Executive Director of Tribal Operations on employee projects.
- Maintains personnel files.
- Advertises job postings and recruits qualified applicants to fill vacant positions.
- Conducts New Employee Orientation.
- Assists Department Directors with maintaining and updating Position Descriptions.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Responds to inquiries regarding policies and procedures.
- Responds and advises departmental directors and managers on personnel issues, coordinating closely with the third-party provider for support.
- Coordinates with third-party provider to prepare employee separation notices and related documents.
- Conducts exit interviews.
- Process and prepare memos, correspondence, packets, and/or other documents.
- Performs administrative support tasks such as proofreading, transcribing handwritten information, filing and maintaining records, completing assorted reports and letters, and operating office equipment and computers.
- Plans and schedules events and/or meetings.
- Receives complaints and processes them accordingly.
- Other duties as assigned related to aspects of Human Resource and Administrative Assistant functions.

### **Education and Experience Requirements**

- High school diploma, GED, or related education
  - Some college in Human Resources, Business Admin, or related field preferred.
- 1-2 years' human resource, administrative assistant, or customer service experience preferred.
- Familiar with Microsoft Office Suite/Microsoft 365 or similar programs.
- Experience with HRMS/HRIS Systems preferred.
- Human Resource (HR) Certification (HRCI, SHRM) preferred, or willingness to obtain HR Certification and complete regular training/education
  - A combination of education and experience may be considered in lieu of the requirements indicated above.

## Qualifications & Skills

- Demonstrated knowledge of the human resource field, including but not limited to: payroll taxes, benefit programs, and workers' comp
- Understanding of state, federal, and Tribal employment regulations
- Awareness of OSHA regulations and compliance
- Ability to address, investigate and resolve complaints and concerns.
- High level of personal integrity, ethics, and confidentiality.
- Ability to handle confidential information in a discreet, professional manner.
- Excellent oral, written, and interpersonal communications skills, with the ability to effectively present information to a wide range of individuals, such as employees, directors, and the public.
- Ability to define problems, collect information, establish facts, and draw valid conclusions.
- Organizational, analytical, and problem-solving skills
- Willingness and ability to learn new skills, including travel to conferences and training sessions
- Ability to prioritize and work in a fast-paced environment, meeting deadlines as required
- Attention to detail and accuracy
- Must be able to work in a constant state of alertness and in a safe manner.
- Must have a clean driving record; may be required to drive GSA vehicle.

## Work Environment

This position works mainly in an indoor, climate-controlled office setting. Must be able to work flexible hours when necessary or as directed. Must be able to travel between tribal facilities and outside the service area for meetings, trainings, and conferences. The noise level in the work environment is usually moderately quiet.

## Physical Demands & Mental Competencies

While performing the duties of this job, the employee is regularly required to talk or hear, and sit at a desk working on a computer or completing paperwork. The employee may be required to occasionally walk, stand, climb, push, reach, grasp, kneel, stoop, and/or perform repetitive motions. The employee is regularly required to use hand to finger, handle, feel, reach with hands and arms, and smell. The employee must be able to occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision.

This employee must be able to concentrate for long periods of time; identify and apply appropriate, reliable, and verifiable measurements to analyze data for a given purpose and intended use; identify, access and apply relevant professional frameworks, standards, and guidance, as well as other information for analysis and to make informed decisions; and identify and utilize relevant technology and tools to analyze data, efficiently and effectively perform assigned tasks as well as support other competencies.

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring. Delaware preference will be applied.

**Position Classification:** Non-Exempt

**NOTE: Reviewed FLSA and the above position meets the appropriate classification guidelines.**

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Manager

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Date

Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.

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Employee Signature

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Date