



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Human Resource Generalist

Department: Administration

Employment Status: Regular

Class: Full-Time

Location: Bartlesville, OK

Immediate Supervisor: Tribal Council

General Description:

In a branch of the Delaware Tribe, assists in providing a wide range of HR support and advice to a staff of approximately 50 employees. Administers policies relating to all phases of Human Resources activity by performing the following duties:

Qualifications:

- A Bachelor's degree in Human Resources from a four-year college or university and/or 2-3 years direct experience
- Ability to address, investigate and resolve complaints and concerns

- Knowledge of employee benefit programs
- Knowledge of payroll tax liabilities
- Familiarity with worker's comp and state regulated mandates on employment
- Ability to write reports, business correspondence, and procedural manuals
- Ability to effectively present information to employees, management, customers and the general public
- Ability to define problems, collect information, establish facts and draw valid conclusions
- Requires a high level of personal integrity and ethics
- Willingness and ability to learn new skills, including travel to conferences and training sessions

Duties and Responsibilities:

- Advertises job postings
- Recruits qualified applicants to fill vacant positions
- Works closely with Operations Manager on employee projects
- Enters new hires into the payroll system
- Handles bi-weekly payroll
- Assist 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.
- Mediates disputes and grievances
- Performs payroll adjustments, approvals, and submissions
- Conducts New Employee Orientation
- Administers all benefit plans
- Performs routine tasks 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.
- Responds to inquiries regarding policies, procedures and programs
- Responds and advises on personnel issues
- Maintains personnel files
- Handles yearly W2 forms
- Prepares employee separation notices and related documents
- Conducts exit interviews
- Other Human Resource duties as needed or assigned