



DELAWARE TRIBE OF INDIANS

5100 Tuxedo Boulevard
Bartlesville, OK 74006-2746

Telephone: (918) 337-6590 Fax: (918) 337-654

www.delawaretribe.org

Job Title: Human Resource Generalist
Department: Human Resources
Reports To: Tribal Manager
FLSA Status: Exempt

SUMMARY:

In a branch of the Delaware Tribe, assists in providing a wide range of HR support and advice to a staff of approximately 40 employees. Administers policies relating to all phases of Human Resources activity by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Creates job descriptions and advertises job postings
- Recruits qualified applicants to fill vacant positions
- Serves as in-house training coordinator
- Enters new hires into the payroll system
- Maintains Policies and Procedures Manual
- Assist Department Directors with maintaining and updating Position Descriptions
- Mediates disputes and grievances
- Performs payroll adjustments, approvals, and submissions
- Conducts New Employee Orientation
- Administers all benefit plans
- Responds to inquiries regarding policies, procedures and programs
- Responds and advises on personnel issues
- Investigates accidents and reports to insurance carrier
- Maintains personnel files
- Conducts wage surveys within labor market when assigned
- Prepares employee separation notices and related documents
- Conducts exit interviews
- Other Human Resource duties as needed or assigned

SUPERVISORY RESPONSIBILITIES:

- None

QUALIFICATIONS:

- A Bachelor's degree in Human Resources from a four-year college or university, OR
- An Associate's Degree in Human Resources and 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

CLOSING DATE: Open until filled.

TO APPLY: Please email resumes to jexendine@delawaretribe.org or fax to 918-337-6591 or mail to 5100 Tuxedo Blvd, Bartlesville OK 74006, with subject line of **Human Resources Generalist**. Applications and complete Job Description can be found on this page. No phone calls please. Position open until filled.

Delaware Tribal/Native American preference will be observed.