

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-99

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION:	Human Resources Manager
OPENING DATE:	October 21,2024
CLOSING DATE:	October 29, 2024
DEPARTMENT:	Administrative Services Department
SALARY RANGE:	E17; \$60,913 – \$91,370

Position Summary:

Under general direction of the Administrative Services Director, the Human Resources Program Manager plans, organizes, and supervises functions to achieve the Program's strategic objectives. Ensures the provision of human resources services and functions in accordance with the Pueblo's established laws, regulations, policies, and procedures. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Develops and implements the strategic plan for Human Resources functions, including recruitment, compensation, benefits, records management systems, training and development, employee relations, organizational management, policy formulation and implementation, and performance management.
- Identifies short-term and long-range issues and implements directives to sustain effective operations.
- Establishes, implements, and communicates goals, objectives, policies, and procedures in accordance with strategic plan.
- Reviews and makes recommendations on policies and procedures, rules, and regulations, forms, and documents; ensures compliance with applicable laws and requirements.
- Interprets the Pueblo's personnel policies and procedures; ensures adherence.
- Compiles and analyzes employee data; conducts audits to ensure data accuracy; and generates reports with recommendations if negative trends are seen.
- Provides relevant and accurate personnel related advice to directors, managers, and staff regarding personnel issues.
- Manages the Pueblo's recruitment and selection process.
- Develops, implements, and maintains the Pueblo's wage administration plan, including compensation and benefit packages; classification of positions; pay policies; and performance appraisal programs.
- Leads the investigation process of employee complaints and in the administration of the Pueblo's policies and procedures regarding employee grievances.
- Directs a process of organizational development that assures a sound, comprehensive organizational structure, and succession planning throughout the Pueblo.
- Keeps leadership and departments informed of status of activities and of significant events and problems by attending meetings, submitting reports, and meeting individually.
- Manages, implements, and maintains an employee recognition program.
- Ensures the confidential maintenance of employee information, records, and files in accordance with policies, procedures, and relevant privacy requirements.
- Develops and manages the Program's annual budget. Prepares required financial reports.
- Ensures staff's adherence with policies and procedures regarding purchases and other financial actions.
- Conducts regular staff meetings to ensure effective communication regarding program-related activities and work environment. Ensures staff is trained on systems, policies, and procedures.
- Manages staff relations by celebrating, coaching, counseling, training, disciplining program employees. Encourages feedback from employees for continual management improvement.
- Evaluates staff performance in a timely manner. Promotes self-responsibility and accountability.
- Represents the program, department, and the Pueblo through effective communication and relationship building initiatives.
- Conducts annual program evaluation. Assesses information and data provided by evaluation process; determines need for revision to established policies and procedures. Develops revisions to address needed changes.

- Maintains professional and technical knowledge by conducting research; attending relevant training and workshops; and establishing networks with like organizations.
- Assists and directed, The Pueblo's Emergency Management Program in its response to public emergency incidents.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's Degree in Human Resources or related field required. Five (5) years progressive work experience in Human Resources including two (2) years supervisory experience required. FEMA/ICS 300 and 400 and prerequisites Certifications preferred; must obtain within one (1) year of hire. A combination of relevant education and directly related work experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Human Resources Manager is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of the Pueblo of Laguna's government structure, business environment, customs and traditions, and concepts applicable to program operations.
- Knowledge of Pueblo of Laguna and other applicable laws, regulations, ordinances, and legislation.
- Knowledge of proper spelling, grammar, and punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of organizational structure development and management relevant to the Human Resources field.
- Knowledge of program evaluation processes and procedures. Skill and ability to evaluate data; determine and develop needed policy and operational changes; and implement changes.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interpret Pueblo of Laguna and other applicable laws, regulations, requirements, ordinances, and legislation.
- Knowledge of principles, practices and trends in recruitment and employment; compensation and benefits; record-keeping systems; and performance development and evaluation systems.
- Ability to seek legal counsel guidance on problematic areas of laws and policy and in interpretation of complex labor issues.
- Knowledge of effective principles and practices of education and development.
- Ability to establish and maintain professional relationships with co-workers and the public at all levels.
- Ability to maintain confidentiality.
- Ability to be innovative and creative in delivery of program services.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently, make solid decisions, and meet strict timelines.

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- Ability to be persuasive and tactful in controversial situations; skill and ability to justify/defend decisions made based on relevant Human Resources field principles, practices, and Pueblo of Laguna laws and ordinances.
- Skill in intermediate word processing, spreadsheet development, presentation building and electronic communications in a Windows environment.
- Skill in coaching and consulting management and executive level employees.
- Skill and ability in preparing reports and correspondence.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES