



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Human Resource Generalist		<b>JOB CODE:</b> HRGN
Government-Employee		<b>EEO:</b> 5
Non-Exempt		<b>PAY GRADE:</b> 14
No Flex	<b>FUNDING SOURCE:</b> NPD	<b>HO-CHUNK PREFERENCE</b>

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with Ho-Chunk Nation management. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, compensation, recruitment/employment, drug and alcohol testing, and employment law compliance.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Conduct weekly orientation sessions.
2. Efficiently fill positions by posting job openings within the Nation, on the website and newspaper classifieds on weekly basis.
3. Oversee weekly applications and ensure they are reviewed for Ho-Chunk/Veterans Preference and prepare and schedule interviews for departments within 2 weeks.
4. On a daily basis, assist in writing and forwarding rejection/hire letters.
5. Maintain all pertinent applicant and interview data in the recruitment database on a daily basis.
6. On a monthly basis prepares job descriptions for approval from the Legislative.
7. Updates pay grades that govern employees' level and amount of pay in accordance with the Nation's Class & Comp plan monthly.
8. Weekly maintains employee files and the HR filing system.
9. Maintains personnel files in compliance with applicable legal requirements daily.
10. Assist with the day-to-day operations of the HR office and provides operational support to other staff daily.
11. Implements open communication with all employees and answers personnel related questions asked by any employee on a daily basis.
12. Adheres and enforces policies in compliance with the ERA on a daily basis.
13. Updates and maintains the HR Database on a daily basis.
14. Prepares and maintains monthly reports that are necessary to carry out the functions of the Human Resource department.
15. Keeps employee records up-to-date by processing employee status changes on a daily basis.
16. Assists in the implementation of an employee handbook and new personnel policies and procedures annually.
17. Maintain an employee oriented company culture that emphasizes quality, continuous improvement, and high performance on a daily basis.
18. Administers programs, procedures and guidelines to help align the workforce with the strategic goals of the company on a daily basis.
19. Assists and monitors FML eligibility for qualifying employees on a daily basis.
20. Update and conducts biannual trainings on FML, ERA, disciplinary, etc.
21. Perform drug and alcohol testing in accordance with the Nation's Drug, Alcohol and Controlled Substance Policy.



22. Create and distribute employee identification and timekeeping badges.
23. Other duties as assigned within the scope of this job description.

**JOB RESPONSIBILITY**

Job Reports to	Supervisor - See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with officials, executives, regulatory authorities, outside/inside customers
Freedom to Act	Operates with significant independence, subject to general input from supervisor, subject to regular review by supervisor

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. High School Diploma or equivalent.
2. An associate degree in a personnel/human resource field is preferred.

**ESSENTIAL:**

1. Valid driver's license, dependable transportation and proper insurance required.

**EXPERIENCE:**

1. Three or more years of progressive experience in Human Resource positions.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Excellent computer skills, including Word and Excel in a Microsoft Windows environment.
2. Skills in database management and record keeping.
3. Ability to operate standard office equipment.
4. Excellent interpersonal skills, including the ability to identify and resolve problems in a timely manner.
5. Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
6. Must be able to type 40 words per minute.
7. Excellent spelling, grammar, written, and verbal communication skills.
8. Ability to exhibit a high level of confidentiality.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

**WORKING CONDITIONS**

1. Office setting.
2. Any physical demands of the position should be listed on the Physical Demands Worksheet referenced.