



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Human Resource Supervisor		<b>JOB CODE:</b> HRSV
Government – Employee		<b>EEO:</b> 5
Exempt	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 Supervisor acts as a lead person in the delivery of human resource services with specific responsibility for providing information to other HR staff regarding policies and regulations; addressing a variety of issues and/or providing general support; overseeing the maintenance of records, files and databases of personnel actions; and assisting the manager in ensuring that personnel functions conform to all applicable regulatory requirements.

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

1. Audits monthly personnel actions prepared by staff for the purpose of to ensure consistency and to ensure that errors are kept to a minimum.
2. Communicates daily with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, transfers, personnel records, leaves, and related legal requirements.
3. Conducts weekly, along with other HR Generalists, the employee orientation (e.g. introducing personnel/human resources, payroll, employment benefits, policies, assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes as well as completion of forms.
4. Coordinates daily the activities of other HR Generalists for the purpose of ensuring all appropriate deadlines are met effectively and efficiently.
5. Ensures effective and appropriate policies and procedures are followed (e.g. processing of personnel actions, including new hires, transfers, promotions, terminations, etc.) for the purpose of being timely, accurate, legal and meeting organizational objectives on a daily basis.
6. On a weekly basis, monitors a variety of processes (e.g. application, eligibility, certifications, etc.) for the purpose of ensuring efficient processing of applications and employees in addressing position requirements and adhering to legal and/or administrative requirements.
7. Monitors and complies with personnel record keeping procedures on a daily basis (e.g. maintaining personnel files, recruiting, hiring, placing and paying personnel, etc.) for the purpose of ensuring compliance with established guidelines.
8. Participates in meetings that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff on a quarterly basis.
9. Process, files, and maintains documents, data, and materials on a weekly basis for the purpose of disseminating information to appropriate parties and inputting data.
10. Daily responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.
11. Trains other HR Generalists (e.g. processes, procedures, protocols and policies) for the purpose of ensuring that best employment practices are followed on a daily basis.



12. Performs other related human resource duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit within the scope of this job description.

**JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	Supervises associates below supervisory level
Organizational Accountability	Manages work group within a sub-unit of a department
Financial Accountability	Manages operating budget
Customer Accountability	Interfaces with officials, executives, regulatory authorities, outside and inside customers.
Freedom to Act	Operates with significant independence, subject to general input and regular review by supervisor.

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

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

**ESSENTIAL:**

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

**EXPERIENCE:**

1. Five or more years of progressive experience in the human resource field.
2. A minimum of one year experience as a supervisor.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Proficiency in or knowledge of using a variety of computer software applications.
2. High level of interpersonal skills to handle sensitive and confidential situations and documentation.
3. Ability to operate most standard office equipment.
4. Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
5. Excellent spelling, grammar, written and verbal communication skills.
6. Ability to maintain 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.