



# Haak'u Community Academy

P.O. Box 545, Acoma, NM 87034 ■ 505-552-6077

## VACANCY ANNOUNCEMENT

Job Title: Human Resource Manager – Full Time

Pay Range: \$49,519 - \$69,779

**OPENING DATE: NOVEMBER 17, 2022**

**CLOSING DATE: OPEN UNTIL FILLED**

**Position Purpose:** Performs various tasks related to developing, administering and maintaining employee personnel files, develops and implements an effective recruitment program, ensure accuracy of employee compensation and benefits, collaborates with administrators on yearly compensation plans, updates personnel policies, responsible for background and drug testing program in accordance with Federal, State, Tribal laws, policies and regulations.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Provide assistance to department/program administrators in the assumption of general administrative responsibility within their departments.
2. Distinguishes requirements of Public Education School license requirements for certified staff, Federal exempt and non-exempt staff.
3. Ensures compliance with BIE Personnel Requirements and State of NM Educator School license requirements
4. Assure compliance with Federal, State and Tribal employment laws and department policies.
5. Implements and administers employee benefits programs available to all employees.
6. Oversees the process of mediation of employee issues
7. Represents the interest of ADOE/HCA employee benefits in collaboration with other tribal entities.
8. Aid ADOE/HCA administration regarding risk management
9. Works collaboratively with the Executive Director, Education Program Administrator, Principal, key staff and community agencies.
10. Works cooperatively with the Tribal Programs, Bureau of Indian Education, New Mexico Public Education Department and other agencies.
11. Develops and oversees the process to review and revise HR policies on an annual basis.
12. Adhere to the ADOE/HCA confidentiality policy.
13. Update professional and technical knowledge by: conducting research; attending HR Workshops, trainings, conferences and/or classes, reviewing professional publications; establishing networks; and conferring with representatives of related organizations.
14. Contribute to a team effort and accomplishes related results as required.
15. Perform other duties as required to meet the goals and objectives of HCA/ADoE.

### MINIMUM QUALIFICATIONS

- Experience:
- Three years experience in human resources

# HUMAN RESOURCE MANAGER

## *Position Description*

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- Education:
- Knowledge of tribal, state and federal regulations and policies regarding personnel matters and employment, civil rights, Rehabilitation Act Sec. 504, Title IX and student discipline
  - Bachelors degree in Human Resources, Public Administration, Education or related field
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
  - Knowledge of laws effecting personnel policies.
  - Knowledge of human resources and labor relations management.
  - Skilled in verbal and written communication to a diverse audience.
  - Skills and abilities in organization, time management, task practices and record keeping
  - Skill in the use of computers including MS Office applications, data management software, accounting software, and property management software
  - Ability to increase productivity and continuously improve processes and approaches with a commitment to evidence-based, measurable HR services, activities, and outcomes
  - Ability to supervise and mentor employees including organizing, prioritizing and scheduling work tasks
  - Ability to respond to common inquiries or complaints from administrators, employees, students, general public.
  - Ability to effectively present information to and respond to questions from administrators, employees, students, general public and Board of Education.
  - Ability to interpret and assess training and professional development needs and to develop appropriate and creative responses
  - Ability to create a cooperative work environment
  - Ability to demonstrate strong interpersonal communication skills
  - Ability to communicate effectively, both orally and in writing
  - Ability to work independently, as a team member, and/or as a team leader and ability to assess the context to determine which approach will be most effective
  - Ability to identify relevant data, analyze information, and prepare reports
  - Ability to effectively utilize and update record keeping databases, systems and procedures
  - Ability to perform other duties as assigned

### **PREFERRED QUALIFICATIONS**

- Keres speaking
- 3 years HR experience in School or Education Program or
- Combination of five years HR supervisory and management experience

### **WORK ENVIRONMENT**

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Travel may be required from time to time.

# HUMAN RESOURCE MANAGER

## Position Description

- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, stoop, kneel, crouch, crawl, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with Tribal Members, employees, vendors and staff.
- Mental demands:** There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various topics and, at times, complicated issues.

### INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

### OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.
- Background investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Insurability Check:** Current valid Driver's License. Candidates must be insurable through the school's Automotive Insurance Carrier to qualify for this position.
- Drug screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

***Disclaimer:*** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

**To apply, applications are available at the Acoma Department of Education office. Call for an application at 505-552-6671. All applications will be given consideration, however not all applicants will be called for an interview or contacted. Pueblo of Acoma is a drug free workplace.**