

SISSETON WAHPETON HOUSING AUTHORITY (SWHA)

Position:	Human Resources Director
Reports to:	Executive Director
Supervisory Duties:	None
Exempt/Non-Exempt:	Exempt

POSITION SUMMARY

The Human Resources Director is responsible for supporting the Executive Director in the administration and execution of all Human Resources functions for the Sisseton-Wahpeton Housing Authority (SWHA). This position oversees HR operations, ensures compliance with applicable laws and policies, and promotes a positive, productive work environment.

The HR Director leads initiatives related to employee relations, compensation and benefits, recruitment, and professional development, while maintaining the integrity, reliability, and effectiveness of the Human Resources Department. The position also serves as an advisor to the SWHA Board of Commissioners on HR-related matters.

SUPERVISION

This position operates under the administrative direction of the Executive Director. Work priorities and assignments may also be directed by the Executive Director and the Board of Commissioners through the Executive Director.

DUTIES AND RESPONSIBILITIES

- Administer and oversee all Human Resources policies, programs, and practices.
- Maintain and ensure accuracy of all job descriptions.
- Coordinate and/or conduct recruitment activities, including candidate screening and interviews.
- Investigate employee complaints and concerns; prepare and submit formal findings and recommendations to management and the Executive Director.
- Administer and process employee grievance procedures in accordance with SWHA policy.
- Manage employee benefits programs, ensuring cost-effectiveness and compliance; monitor market trends for cost-saving opportunities.
- Develop and maintain organizational charts; ensure all personnel matters are handled with strict confidentiality.
- Recommend and implement HR policies and objectives that support a positive employer-employee relationship and align with SWHA policies and applicable laws.
- Provide guidance and support to management and staff on HR-related matters.
- Administer employee benefit enrollments and changes; coordinate with benefit providers, including 401(k) administration, ensuring contributions are timely and accurate.

- Manage unemployment insurance claims with the South Dakota Department of Labor and coordinate workers' compensation claims in a timely manner.
- Oversee administration of all employee benefits, including health, dental, vision, and life insurance.
- Manage daily HR operations and ensure appropriate internal controls are maintained.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Human Resources, Business Administration, or a related field; equivalent managerial experience may substitute on a year-for-year basis.
- Minimum of two (2) years of Human Resources experience, preferably within a governmental or Tribally Designated Housing Entity.
- Experience working within a NAHASDA-funded housing program or demonstrated familiarity with Native American Housing Assistance and Self-Determination Act and Tribal employment practices preferred.
- Minimum of three (3) years of supervisory experience.
- Valid South Dakota driver's license.
- Must provide a minimum of three (3) professional references.

PREFERRED QUALIFICATIONS

- Experience working within a Tribal organization or housing authority.
- Strong knowledge of NAHASDA regulations and compliance requirements.

ADDITIONAL REQUIREMENTS

- Indian Preference will apply to qualified applicants. Applicants claiming Indian Preference must provide BIA Form 4432.
- Veteran's Preference will apply.