

Sisseton-Wahpeton Oyate

Job Description

Job Title: Human Resource Generalist

Reports to: Human Resource Director

Summary:

HR Generalist is responsible for completing a variety of tasks to support the daily operations of the HR department. They will have broad knowledge of human resources functions, from the hiring process, background check, and records management to ensure the HR department's operation runs smoothly and delivers maximum value to the organization. They will work together with all central government programs to provide assistance in all applicable policies and procedures.

Supervisory Responsibilities: Will have supervisory and signature authority when HR Director is unavailable.

Duties:

1. Provide Staff Requisitions to all Program Managers seeking to fill a position.
2. Post and advertise job vacancies in accordance with Oyate Personnel Policies.
3. Assist in receiving applications submitted to the HR department, creating a data base and monitoring current applications on file. Purging applications that are older than six months.
4. Notifying programs on the status of advertisement and closing date of current positions.
5. Responsible for making sure applications are processed and prepared for Program Manager/Supervisor to screen.
6. Assist Program Manager/Supervisor with applications screenings; making sure candidate meets minimum requirements.
7. Assist Program Manager/Supervisor with completing proper screening forms.
8. Responsible for making sure all policies and procedures are followed in screening process and interviews.
9. Contacting applicant on the status of their application after the screening process and interviews have been completed.
10. Distribute applications packets to applicants and assist with routine recruitment related questions.

11. Provides orientation for all new Hiring Committee members (Which includes background checks, pre-employment UA, and providing documentation for payroll).
12. Conduct background and reference checks on applicants where needed.
13. Prepare background check file and submit to authorize personnel for adjudication.
14. Maintain files on employee who require a background check and create data base to renew backgrounds every 5 years.
15. Conduct new employee orientation. (Payroll procedures, benefits, compensation, Employee handbook, grievance procedures, safety, disciplinary procedures, confidentiality, computer usage, etc.)
16. Advise managers and employees on current hiring policies and procedures.
17. Will make new files for all new employees.
18. Create and/or enter new employee information into Great Plains Accounting software to be forwarded to payroll.
19. Conduct/assists with drug test screening per the SWO policy.
20. Conduct investigation as directed and approved by the HR Director and Executive, including but not limited to Employee misconduct and provided written conclusion of investigation findings.
21. Meeting with employees and their Managers to discuss recent workplace incidents and determine a plan of action going forward.
22. Submits proper paperwork for Hiring Committee stipends.
23. Assists in employee work history (research, work performance award, tenure).
24. May have signature and supervisory authority when HR Director is not available.
25. Responsible for facilitating the Hiring Committee meetings.

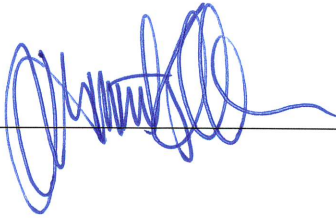
Education/Experience:

1. Associate Degree in Human Resources or related field preferred.
2. Five years of experience in Human Resources preferred.
3. Must be willing to become certified to administer UAs.
4. Must have experience working with background checks, reference checks, adjudication and investigations.
5. Five years' experience working in an office setting.
6. Must have advanced computer skills, including data entry, communication tools, payroll and human resources software experience.
7. Detailed-oriented with excellent organizational skills.
8. Problem solving skills and resourceful thinking.

Conditions of Employment:

1. Must possess excellent verbal, written, communication and interpersonal skills.
2. Must be able to multi-task.
3. Must be willing to enroll in professional development programs.
4. Certified Tribal Human Resources Professional (THRP) within 1 year.
5. Must be willing to enroll in college classes towards degree if not already obtained.
6. Must possess a valid driver's license and able to obtain a tribal driver's license.
7. Must complete a 90 day probationary period.
8. Must pass a background check with no felony convictions.
9. Knowledgeable of the Sisseton-Wahpeton Oyate Personnel Policies.

Approved _____



Date _____

7-23-24