

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES

12 Wabanaki Way

Indian Island, ME 04468
TEL: (207) 817-7343



JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

Open: Feb 12, 2019

Close: Feb 26, 2019

Human Resources Specialist

JOB STATUS:

Human Resources Specialist

Career Field: Program Staff, Category C

Pay Range: \$16.67-\$28.90 per hour

Classification: Full Time, Regular, Non-exempt (32 hrs)

LOCATION:

Penobscot Nation

Tribal Administration

12 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: Associates Degree in Business Administration and/or Business Management preferred, or a Bachelor's Degree in another area of study. Experience in human resources preferred. Excellent interpersonal, writing, and organizational skills. This person must also successfully undergo an SBI Investigation. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

-Applications are available to fill out online at penobscotnation.org/departments/human-resources or at the Human Resources Office located at the Nicholas Sapiel Building, 27 Wabanaki Way, or call 207-817-7343 to request applications be sent to you.

For further information, call 817-7343 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

POSITION TITLE: Human Resources Specialist

DEPARTMENT: Tribal Administration

RESPONSIBLE TO: Tribal Chief and Tribal Council

SUPERVISOR: Tribal Chief

RATE OF PAY/CATEGORY: Program Staff/Category C (\$15.30-\$26.52 per hour FY 2014)

STATUS/TERM: Exempt, Full-time, Regular (32 hours per week)

JOB SUMMARY: Formulate policies relating to the personnel administration of the Penobscot Nation including employee recruitment, selection, training, development, retention, promotion, compensation, benefits, labor relations, and occupational safety.

JOB RESPONSIBILITIES:

1. Plans, directs and performs employment activities related with such functions as developing sources of qualified applicants, conducting screening interviews, reference checking, evaluating qualifications, selection, transfers, promotions, and terminations.
2. Analyze compensation policies in order to establish rates designed to attract, retain and motivate employees. Recommend compensation adjustments, and/or special programs related to finding.
3. Directs development and application of procedures for job analysis, job descriptions, evaluations, and job classifications.
4. Identifies and determines cause of personnel problems. Develops and presents recommendation for improvement of policies and/or practices in order to obtain the highest possible effectiveness of employee talent and capacity.

5. Verifies adherence to company policies by monitoring implementation of policies concerning wages, hours, and working conditions.
6. Manage employee benefit programs. Analyze data concerning prevailing practices among similar companies and/or occupations to establish a competitive benefit program. Advise employees of available coverages and assists them with claim processing.
7. Develops and implements safety programs to prevent or correct unsafe acts or conditions. Investigates accidents and administers workers compensation programs.
8. Organizes employee training and development programs and organizes social activities.
9. Responsible for employment and personnel record keeping procedures, as well as related statistical and reporting systems.
10. Ensure compensation and benefit packages are in adherence to federal/state/tribal regulations.
11. Other related duties as assigned.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS: Associates Degree in Business Administration and/or Business Management preferred, or a Bachelor's Degree in another area of study. Experience in human resources preferred. Excellent interpersonal, writing, and organizational skills. This person must also successfully undergo an SBI Investigation. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.