



JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: 03/21/2024

CLOSING DATE: 04/04/2024

DIRECTOR OF HUMAN RESOURCES

JOB STATUS:

DIRECTOR OF HUMAN RESOURCES

Career Field: Directors

Pay Range: \$31.38 – \$43.63 per hr.

Category: B

Status/Term: Exempt, Full-time

LOCATION:

Penobscot Nation

Tribal Administration

Classification: Full-time, Regular

12 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

Bachelor’s Degree in Human Resources, Business Administration, and/or Business Management, or closely related area of study required. Master’s Degree Preferred. A minimum of 5 years’ experience in human resources required. A minimum of 3-5 years supervisory experience required. Excellent interpersonal, writing, and organizational skills. Must undergo and pass a criminal background check investigation and will be required to complete and pass pre-employment drug testing. Indian Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

HOW TO APPLY:

- Applications are available at the Human Resources Office located at 27 Wabanaki Way, Suite 204, Indian Island, ME 04468. Applications are also available at www.penobscotnation.org, via email request at Human.Resources@penobscotnation.org, or call 207-817-7343 to request application package to be sent to you.
- Submit completed applications and resume along with certifications to:
 Attn: Penobscot Nation Human Resources
 mailing: 12 Wabanaki Way, Indian Island, ME 04468
 physical location: 27 Wabanaki Way, Suite 204, Indian Island, ME 04468

For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

POSITION TITLE: Director of Human Resources

DEPARTMENT: Tribal Administration

RESPONSIBLE TO: Tribal Chief and Tribal Council

SUPERVISOR: Tribal Chief

RATE OF PAY/CATEGORY: Director B / (\$31.38-43.63 per hr.)

STATUS/TERM: Exempt, Full-time

JOB SUMMARY:

The Director of Human Resources is responsible for overseeing the Human Resources Department and supervising staff. This position is responsible for planning, directing, and coordinating human resources activities, policies and programs, such as formulating 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. Responsible for oversight of the Human Resources Department, and all Human Resources staff.
12. Responsible for Penobscot Nation employee retirement plans.
13. Responsible for monthly updates of Personnel Administration to Tribal Chief and Tribal Council.
14. Responsible for performing all federal background checks on employees, including fingerprinting.
15. Maintain strictest confidentiality.
16. Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
17. Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
18. Other related duties as assigned.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

Bachelor's Degree in Human Resources, Business Administration, and/or Business Management, or closely related area of study required. Master's Degree Preferred. A minimum of 5 years' experience in human resources required. A minimum of 3-5 years supervisory experience required. 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.

LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand, walk, kneel, bend, crouch, reach overhead, grasp, push, and pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time. The employee may occasionally lift and/or move up to 50 pounds. Work is performed most frequently in a busy office setting.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request