



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	898-3750-003	Last Revised:	02/24/2016
Position Title:	Organizational Development Specialist	Department:	Benefits and Compensation
Reports to:	Benefits and Compensation Manager	Division:	Human Resources

Primary Function: Responsible for the planning, implementation, monitoring, and administration of the Tribal Employee Compensation Structure and Salary Program. Ensures the Compensation Structure program effectively contributes to the objectives of the EB CI.

Job Duties and Responsibilities:

- Analyze compensation polices, government regulations, and prevailing wage rates to maintain a competitive compensation plan.
- Monitor organization's salary structure and benefits provisions to ensure a balance between control of costs and attracting and retaining employees.
- Conduct market research in association with external resources for proposed new positions, position revisions, and program restructures. Certify job descriptions with appropriate salary grade placement and FLSA designation to ensure internal equity and external competitiveness.
- Formulate and implement compensation policies and procedures.
- Create and maintain an online Tribal job description library with hard copy supporting documents.
- Develop and implement a Position Description Questionnaire (PDQ) and Desk Audit process approved by management. Format and conduct Management/Employee sessions for the implementation process.
- Compile and present compensation reports as requested by Executive Committee, Tribal Council and Tribal Program management.
- Assist Benefits and Compensation Manager, Benefits Specialist and Retirement Specialist as needed with ongoing projects and program responsibilities.

Education /Experience: Bachelor's Degree in Business, Human Resources or related field is required with three years of experience in some aspect of human resources, preferably compensation market analysis. Additional experience with payroll, accounting and database systems is desired. Six to nine months would be allowed to become proficient in all phases of the position.

Job Knowledge: Requires knowledge of Tribal policies and procedures including but not limited to the Personnel Policy, Tribal Hiring Procedures, Accounting Policy, and Tribal Compensation and Salary Structure. Knowledge of regulations and legislative updates impacting areas of compensation including but not limited to wage and hour regulations, FLSA classifications, and special considerations for Indian Tribes. Requires strong analytical and problem solving abilities; ability to pay close attention to detail; and strong initiative. Must possess good organization skills, and the ability to maintain specified records and files and generate reports within a specified time frame. Must be able to align work with strategic goals and handle multi-tasks while successfully meeting critical deadlines. Ability to professionally and effectively present information and respond to questions from all levels in the tribal organization. Must be able to establish rapport and maintain effective working relationships with employees and management while maintaining confidentiality. Provides effective follow-through to address inquires and requests from management and employees. Must have a working knowledge of computers and know specified programs, including Microsoft Office. Must have a valid North Carolina driver's license.

Complexity of Duties:	Deals with a wide range of situations concurrently requiring problem solving, analytical and creative thinking skills. Must be able to analyze and interpret data and apply to appropriate reports. Must use professional independent judgment to determine the extent of issues and effect on Tribal operations. Combines financial, organizational, computer and interpersonal skills. Must be adept at handling sensitive situations with diplomacy and maintain confidentiality.
Contact with Others:	Interacts frequently with the Executive Committee, Tribal Management, Deputy Officers, Tribal Council, Legal Division, Finance Division, and consultants. Has frequent contact with the budget and payroll departments with the Finance Division. Also interacts frequently with Tribal employees on all levels, individually as well as during group meetings. Outside contacts include benefits consultants/representatives, employees of other Tribal entities, auditors, and trustees. Nature of contacts requires an extremely high degree of tact, diplomacy, and professional decorum.
Confidential Data:	Degree of confidentiality required is the highest level required of any tribal employee, due to constant exposure to large volumes of sensitive information and because federal statute penalizes breaches of the confidentiality of information. Has access to personnel files which include wage information, as well as Private Health Information and other HIPAA-governed materials. Benefit files contain extremely confidential information such as medical histories, current medical conditions, beneficiary/dependent information, etc. that cannot be revealed to others under penalty of law, including significant potential criminal and financial penalties. Job-required interaction with others about this information requires much discretion, and keeping an up-to-date knowledge of confidentiality laws and best business practices compliant with those laws. Must adhere to all tribal confidentiality policies and procedures.
Mental /Visual /Physical Effort:	Must concentrate mental efforts and visual attention closely on work. Involves the correlation of factors, application of reports, statistics, or other data. Subject to frequent interruptions requiring varied responses. High concentration on scheduled deadlines. Physical effort required includes mobility throughout facility, sitting, reaching, manual dexterity and the ability to speak and hear. May have occasional light lifting.
Environment:	Works in a busy office environment which involves constant interaction with employees and management. Work entails frequent brief exposure to the outside environment and occasional travel.
Supervision Received:	Works under the general direction of the Benefits and Compensation Manager. Must be able to work independently, using a considerable amount of judgment and creative thinking. Receives minimal functional guidance.
Responsibility for Accuracy:	Deals with exact and precise figures/data. Errors could result in the violation of the Fair Labor Standards Act (FLSA) with subsequent penalties and corrective compensation for inappropriate overtime application. Must provide full and correct information to employees, tribal officials/committees, state/federal agencies, TPAs, and other contracted entities whose performance affects EBCI's regulatory compliance.