



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	989537003	Last Revised:	02/23/2016
Position Title:	Employment Specialist I	Department:	Employment
Reports to:	Employment Manager	Division:	Human Resources

Primary Function: Position delivers a comprehensive range of HR practices, programs and services primarily in the areas of talent acquisition, on-boarding, and performance management. Position goal is to provide tribal programs and practices in a manner that makes it easy to do business; Will be responsible for performing a variety of clerical/administrative services to support the basic human resources functions. Maintains accurate new hire orientation and training and development in accordance with tribal policies and procedures; using a PC, will generate correspondence, statistical data (metrics/dashboard), and special reports.

Job Duties and Responsibilities:

- Establishes recruiting requirements by studying organization plans and objectives, partnering with managers to understand and clarify need;
- Providing coaching to management in the areas of recruitment and hiring to improve organizational effectiveness
- Works with management to review, analyze and clarify job specifications, competencies/skills required and to gain an understanding of the business operations in order to maximize recruitment efforts
- Builds applicant sources and establish and maintain strategic relationships with colleges/universities, local and regional community organizations, professional associates and industry contacts to identify potential candidates and to build a strong applicant stream
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job description requirements
- Assists in creating processes and policies for all recruiting and onboarding procedures and integrate them into HRIS system
- Administers background checks for new and existing employees as required
- Maintains electronic hiring systems ensuring timely completion of all required tasks, following up with management when necessary, and bringing issues to HR Manager's attention
- Monitors new-hire paperwork process, orientation and provide assistant to managers for 30/60/90 day plans for all new hires
- Administers background checks for new and existing employees as required and ensures DOL requirements are met; conducts and processes reference checks and oversees the unemployment process
- Provide consistent employee relations assistance, escalating issues to Human resources manager when necessary
- Undertakes special projects and initiatives as assigned

Education /Experience:

Bachelor's degree in Human Resources Management, business administration, or other related field is preferred, or, equivalent combination of two year college degree in human resources, business administration or related field plus five (5) years of full-cycle recruitment experience required or equivalent combination of education, progressive human resources experience, and full-cycle recruitment experience equivalent to above criteria. SHRM Certified Professional

preferred. Nine to twelve months in this position would be necessary to become proficient in most phases of the job.

Job Knowledge:

Proven knowledge of U.S. employment & labor law and progressive HR practices. Proven knowledge of EBCI Personnel Policy and hiring procedures, Indian Preference Law, and other personnel related guidelines. Understands and contributes to HR strategy and business direction. Has strong interpersonal skills with proven relationship-building ability. Leverages strategic thinking ability to anticipate tribal personnel/on-boarding needs. Experience using applicant tracking and HRIS systems, as well as Microsoft Office products. Strong interview and selection skills. Demonstrated understanding of compensation practices for the purposes of formulating, communicating and negotiating offers. Strong consultative skills including ability to persuade and negotiate. Demonstrated sense of urgency and ability to manage multiple hiring needs simultaneously. Demonstrated ability to build and maintain relationships with candidates, internal management teams, and business partners. Excellent listening, writing and presentation skills. Knowledge of tribal, state, and federal laws/regulations pertaining to employment. Knowledge of other HR related function.

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 highest degree of confidentiality in the Tribal organization.

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 and in 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 Human resources 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, Third Party Administrators, and other contracted entities whose performance affects EBCI's regulatory compliance.