

**Little River Band of Ottawa Indians**

375 River Street  
Manistee, MI 49660  
(231) 723-8288

**Resolution # 04-0303-96**

*Acceptance of Job Description Development Policy for the Tribal Government and  
Superseding All Prior Job Description Development Policies*

WHEREAS, the status of the *Gaá Čhíng Ziibi Daáwaa Aníshinaábek* (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(j) to take legislative actions consistent with delegated powers; and

WHEREAS, the Tribal Council adopted resolution # 03-0423-105 which contained three directives:

- a. authorization to engage consultant to conduct a comprehensive review and revision of the Tribe's employment practices, processes, documents and salary structure;
- b. freezing the status of all current employees during the review and allowing exceptions to be requested by the Ogema and approved by the Tribal Council; and
- c. prohibiting new hires during the review and allowing exceptions to be requested by the Ogema and approved by the Tribal Council; and

WHEREAS, the Tribal Council engaged a consulting firm to provide revised personnel policies which have been submitted and reviewed; and

WHEREAS, the Ogema has requested his management team to review the information and make final recommendations; and

WHEREAS, the Ogema has determined that the job description development policies of the Tribe should be brought forward for approval and that this action will not unduly hinder or interfere with the comprehensive revisions being conducted by the management team; and

WHEREAS, the Ogema has reviewed the submission to the Tribal Council regarding the *Job Description Development Policy* of the Tribe and recommends its adoption;

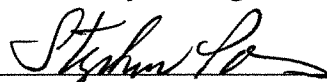
NOW THEREFORE IT IS RESOLVED THAT the Tribal Council of the Little River Band of Ottawa Indians does hereby accept the attached *Job Description Development Policy* for the Tribal government for immediate implementation.

IT IS FURTHER RESOLVED THAT existing procedures within the Human Resources Department are hereby superseded by adoption of this resolution.

**CERTIFICATE OF ADOPTION**

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 6 FOR, 2 AGAINST, 0 ABSTAINING, and 1 ABSENT, at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on March 3, 2004, at the Little River Band's Dome Room in Manistee, Michigan, with a quorum being present for such vote.

  
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Lisa M. McCatty, Acting Council Recorder

  
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Stephen Parsons, Council Speaker

Attest:

Distribution: Council Records  
Tribal Ogema  
Tribal Court



## LITTLE RIVER BAND OF OTTAWA INDIANS

### Job Description Development Policy

SOP-600-01:HR-08

**Purpose:** To clearly identify the processes by which the Tribe develops job descriptions.

**Policy:** It is the policy of the Tribe to identify a standard format for job descriptions which describe the responsibilities of the position, potential work activities, and the necessary qualifications for the position so as to give the individual the necessary information on which to make a determination to submit an application. It is further the policy of the Tribe to require every existing position within the Tribe to have an approved job description, and for every employee to have a signed job description in their file.

**Steps:**

#### A. Elements of Job Description

1. Each job description shall contain the following elements.
  - a. Listing of job title; supervisor; department; pay level; pay range; status of employment; and level of background check. This information is set forth in a boxed area at the top of the job description.
  - b. Summary paragraph giving a brief description of the activities of the position.
  - c. A listing of the knowledge requirements, including certifications, required skills and abilities.
  - d. A listing of the duties and responsibilities of the position.
  - e. A listing of the physical demands of the position.
  - f. A description of the working environment.
  - g. Identification of the conditions of employment and a disclaimer regarding the limitations of the job description.
  - h. A listing which identifies the approval dates and includes space for signatures by the Director, Human Resource Manager, and Tribal Manager, and whether or not there was a COLA application in the interim periods between development and posting which was added to the pay ranges.
2. There are standard job descriptions for each approved Level of employment within the Tribe except Levels 8 and 0.
  - a. Level 8 positions will have contracts placed in the file with a job posting request. Job descriptions may be developed for these positions, but it is not required, the job posting request will identify the supervisor of the

- position and where, within the Tribe's organizational structure, the Level 8 position will be reporting.
- b. Level 0 positions are elected positions and job requirements are set forth in the Constitution or other applicable laws of the Tribe. Level 0 positions are not employees of the Tribe, but are tracked through Human Resource Department for the purposes of managing approved benefits.
3. Attached are forms for each approved Level of employment which has been approved by the Human Resource Manager for the purposes of developing new job descriptions.

**B. Description of Levels**

1. *Level 1.* Education and training at a minimum level of high school or equivalent certificate or diploma. This position may require some specific training and education beyond high school. These positions do not supervise others and is an entry level position. Knowledge and certification basics -
  - a. High school diploma, GED, or 21 years of age.
  - b. Some specific field experience.
  - c. Basic written and verbal communications.
  - d. Driver's license throughout employment is required.
  - e. Preferred skills – Good office or technical skills.
2. *Level 2.* Education and training at a minimum level of high school or equivalent certificate or diploma. These positions do not supervise others. Knowledge and certification basics -
  - a. High school diploma or GED.
  - b. 1 year specific field experience.
  - c. Good organizational skills.
  - d. Good written and verbal communications.
  - e. Good interpersonal and teamwork skills.
  - f. Accurate and detail oriented.
  - g. Good problem solving skills.
  - h. Driver's license throughout employment is required.
  - i. Preferred skills – 3 years specific field experience.
  - j. Preferred skills – Position specific certification if applicable.
  - k. Preferred skills – Position specific license if applicable.
3. *Level 3.* Education and training at the level of associate degree and previous experience may be required. These positions may provide lead role to others. Some may have more independence in their decisions. Knowledge and certification basics -
  - a. High school diploma or GED.
  - b. 2 years specific field experience.
  - c. Good organizational skills.
  - d. Good written and verbal communications skills.
  - e. Good interpersonal communication skills.
  - f. Accurate and detail oriented.

- g. Good problem solving skills.
  - h. Driver's license throughout employment as needed.
  - i. Preferred skills – Associate degree or 5 years specific field experience.
  - j. Preferred skills – 1 year supervisory experience in specific field.
  - k. Preferred skills – Position specific certification if applicable.
  - l. Preferred skills – Position specific license if applicable.
4. *Level 4- Non-Exempt.* Education and training to the level of associate degree and previous experience may be required. These positions may provide lead or first-line supervision to others. Some may have more independence in their decisions and may have limited financial accountability. Knowledge and certification basics –
- a. Associate degree or 5 years specific field experience.
  - b. 3 years supervisory/managerial experience in specific field.
  - c. Good project management skills.
  - d. Good organization skills.
  - e. Good written and verbal communication skills.
  - f. Good interpersonal communications skills.
  - g. Accurate and detail oriented.
  - h. Good problem solving skills.
  - i. Driver's license throughout employment may be needed.
  - j. Preferred skills – associate degree or above, depending on position and 3 years specific field experience.
  - k. Preferred skills – Position specific certification if applicable.
  - l. Preferred skills – Position specific license if applicable.
5. *Level 4 – Exempt.* Education and training to the level of associate degree and previous experience may be required. These positions may provide lead or first-line supervision to others. Some may have more independence in their decisions and may have limited financial accountability. Knowledge and certification basics –
- a. Associate degree or 5 years specific field experience.
  - b. 3 years supervisory/managerial experience in specific field.
  - c. Strong project management skills.
  - d. Strong organization skills.
  - e. Strong written and verbal communication skills.
  - f. Strong interpersonal communications skills.
  - g. Accurate and detail oriented.
  - h. Strong problem solving skills.
  - i. Driver's license throughout employment may be needed.
  - j. Preferred skills – associate degree or above, depending on position and 3 years specific field experience.
  - k. Preferred skills – Position specific certification if applicable.
  - l. Preferred skills – Position specific license if applicable.
6. *Level 5.* Education and training to the level of associate degree or above and previous experience may be required. These positions may provide supervision to others may have more independence in their decisions and

- may have a higher level of contacts with others. Some may have low to moderate financial accountability. Knowledge and certification basics –
- a. Associate degree and 5 years specific field experience.
  - b. 3 years supervisory/managerial experience in specific field.
  - c. Strong project management skills.
  - d. Strong organization skills.
  - e. Strong written and verbal communication skills.
  - f. Strong interpersonal communications skills.
  - g. Accurate and detail oriented.
  - h. Strong problem solving skills.
  - i. Driver's license throughout employment may be needed.
  - j. Preferred skills – Bachelor degree and 3 years specific field experience.
  - k. Preferred skills – Position specific certification if applicable.
  - l. Preferred skills – Active member in community, statewide and/or federal professional memberships.
7. *Level 6.* Education and training to the level of a bachelor degree or above may be required with a preference of a master degree. These positions may provide supervision to others. These positions have more independence in their decisions and may have a higher level of contact with others. Some may have more responsibility related to financial decisions. Knowledge and certification basics –
- a. Bachelor degree or 5 years specific field experience.
  - b. 5 years supervisory/managerial experience in specific field.
  - c. Excellent project management skills.
  - d. High organization skills.
  - e. Excellent written and verbal communication skills.
  - f. Excellent interpersonal communications skills.
  - g. Accurate and detail oriented.
  - h. Excellent problem solving skills.
  - i. Driver's license throughout employment may be needed.
  - j. Preferred skills – Master degree and 3 years specific field experience.
  - k. Preferred skills – Position specific certification if applicable.
  - l. Preferred skills – Active member in community, statewide and/or federal professional memberships.
8. *Level 7.* Education and training to the level of a bachelor degree or above may be required. These positions have higher levels of independence in their decisions. Their decisions may have a greater impact on the organization. The level of contacts with others is higher and will have high levels of responsibility related to financial decisions. Knowledge and certification basics –
- a. Bachelor degree or 8 years specific field experience.
  - b. 5 years supervisory/managerial experience in specific field.
  - c. Excellent project management skills.
  - d. Highly organized and ability to adapt quickly to changing priorities.
  - e. Excellent written and verbal communication skills.

- f. Excellent interpersonal communications skills.
- g. Accurate and detail oriented.
- h. Excellent problem solving skills.
- i. Driver's license throughout employment may be needed.
- j. Preferred skills – Master degree and 5 years specific field experience.
- k. Preferred skills – Position specific certification if applicable.
- l. Preferred skills – Active member in community, statewide and/or federal professional memberships.

C. Requesting Development of New Job Description

1. A request to develop a new job description is made by submitting a written memo to the Human Resources Department which identifies the following.
  - a. New position verification by identifying the budgeted funds are available and the new position was within the approved budget narratives.
  - b. Summary of the duties and responsibilities of the new position.
  - c. Identification of the supervisor of the new position.
2. The Human Resource Department shall review existing job descriptions, "Compensation Data 2004" report, and the internet resource 'salary.com,' to compile examples of job descriptions and salary levels for the new job description.
3. The Human Resource Department and Director, or supervisor, shall create a new job description based in the information that was collected and submit the job description to the Tribal Manager for approval.
4. The Tribal Manager approval of job descriptions includes approval of –
  - a. Title
  - b. Organizational position
  - c. Reporting
  - d. Level
  - e. Background investigation level
  - f. Duties and responsibilities
  - g. Qualifications
5. If a new job description is approved, the Human Resource Department shall maintain a file with the approved job description and the back-up documentation that was utilized to create the job description.

Approved –

Ogema – February 24, 2004

Tribal Council Resolution # 04-0303-96