



## **Little River Band of Ottawa Indians**

2608 Government Center Drive

Manistee, MI 49660

(231) 723-8288

### **Resolution #18-0425-129**

#### *Authorizing Modification of the Little River Band of Ottawa Indians Human Resources Department Organizational Chart and Job Description*

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 Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribe adopted amendments to the Constitution on July 11, 2016 which became effective upon approval by the Assistant Secretary-Indian Affairs on August 24, 2016; 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, in accordance with Article VI, Section 6.05(d) of the Budget and Appropriations Act of 2013, Ordinance #13-100-04, the Tribal Council must approve any change in the scope of a program; and

WHEREAS, the Tribal Ogema is authorized under Article V, Section 5(a)(2) to oversee the administration and management of the Tribal government in accordance with the laws, resolutions, and motions adopted by the Tribal Council; and

WHEREAS, the Tribal Ogema, by and through the leads group commissioned an assessment from Blue Stone Strategy Group to identify and assist with issues in the Tribe's Human Resources Department; and

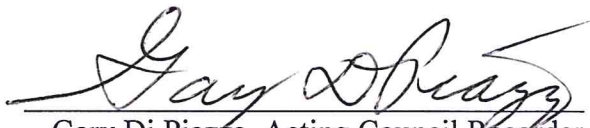
WHEREAS, the assessment from Blue Stone Strategy Group identified that the Tribe's Human Resources Department was understaffed and subsequently the Human Resources Department continues to be understaffed at key positions; and

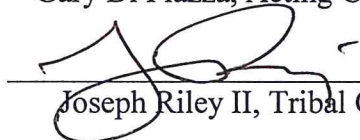
WHEREAS, the Tribal Ogema, in collaboration with the leads group determined a limited time position should be created in the Human Resources Department to address special projects that are behind schedule.

NOW THEREFORE IT IS RESOLVED THAT the Tribal Council of the Little River Band of Ottawa Indians hereby authorizes the change in scope of the Human Resources Department as described in the proposed organizational chart and job description.

### **CERTIFICATE OF ADOPTION**

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 6 FOR, 0 AGAINST, 0 ABSTAINING, and 3 ABSENT, at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on April 25, 2018, at the Little River Band's Government Center in Manistee, Michigan, with a quorum being present for such vote.

  
\_\_\_\_\_  
Gary Di Piazza, Acting Council Recorder

  
\_\_\_\_\_  
Joseph Riley II, Tribal Council Speaker

Attest:

Distribution:      Council Records  
                         Tribal Ogema  
                         Tribal Court



# LITTLE RIVER BAND OF OTTAWA INDIANS

## TRIBAL GOVERNMENT

### JOB DESCRIPTION

**JOB TITLE:** Human Resources Generalist-Special Project Manager  
**DEPARTMENT:** Human Resources  
**SUPERVISOR:** Director of Human Resources  
**PAY LEVEL:** E3  
**RANGE:** Negotiated  
**FUNDING SOURCE:** Tribal Funds – 100%  
**BACKGROUND CHECK:** Extensive  
**STATUS:** Exempt – (Contract-2 year term)  
**PREPARED DATE:** March 27, 2018

**“Indian Preference is applicable in accordance with Ordinance #15-600-02”**

#### SUMMARY

Under limited supervision, the position is responsible for the design and implementation of several human resources projects. Additional assistance with services, policies, and programs, as well as assists, advises, and follows up with management and employees on a broad range of human resources issues.

#### EMPLOYMENT QUALIFICATIONS

A qualified candidate offers:

- an Associate's Degree in Human Resources or Business; OR a work experience of five (5) or more years in a human resources role with demonstrated knowledge in such areas as: policy administration, compensation, recruiting, benefits, or employee relations; and
- the technical skills of an intermediate user of MS Office software, computers, and office equipment.

#### PROJECT IMPLEMENTATION

1. Safety program creation, implementation and compliance
2. HRIS system update and payroll migration project
3. Record keeping improvement-file audits and compliance
4. Performance review implementation and training

#### AS TIME ALLOWS ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Verifies, approves, and enters data into HRIS system ensuring integrity and accuracy of information.
2. Manages employee file maintenance and the daily operation of the department's intake and completion of employment related documents.
3. Collects and analyzes data; identifies opportunities, defines problems, and recommends viable solutions, which includes action plans and time tables.
4. Generates weekly, monthly, or annual narrative and statistical reports.
5. Assists in the design, implementation, and enforcement of personnel policies, procedures, and regulations.
6. Maintains confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws, and procedures.
7. Assists in the development, and makes presentations, of company trainings programs.
8. Trains as a cross-functional team member to ensure seamless employee service in all HR functional areas.
9. Assists supervisor with the research and compilation of data required for report and budget development.

10. Represents the department, as requested, in meetings with Tribal Council, other Tribes, outside agencies, or in seminars and serves as an ambassador of goodwill at all times.
11. All other position/department related duties as assigned by supervisor.

#### **OTHER SKILLS AND ABILITIES**

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong presentation skills, strong reasoning and judgment skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, and a commitment to confidentiality.

#### **SUPERVISORY RESPONSIBILITIES**

None

#### **PHYSICAL DEMANDS**

Sitting for long periods of time, frequent walking, and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal, or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

#### **WORKING ENVIRONMENT**

Work is performed in a climate controlled office environment. The employee's work schedule may periodically need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

#### **DISCLAIMER AND CONDITIONS OF EMPLOYMENT**

The above statements are intended to describe the nature and level of work being performed by people assigned to this job title. It shall govern Full Time, Part Time, Temporary or Permanent positions. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation and successfully completing a 90-day introductory period. Candidates for this position will be required to have dependable transportation available to them without notice.

Employee Acknowledgement and Acceptance: \_\_\_\_\_  
Employee Name and Date



Human Resources Department

Human Resources  
Director

Human Resources  
Assistant

Human Resources  
Generalist

Human Resources  
Generalist-Special  
Project Manager

Benefits Administrator