



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Human Resources Generalist - Full Time - Regular**

Summary: The Human Resource Generalist position is responsible for the design and implementation of human resources services, policies, and programs. Assists, advises leaders and employees on a broad range of human resources issues.

Employment Qualifications:

Minimum Necessary Qualifications

- Seven (7) or more years in a mid-level non-administrative human resource role; and
- Demonstrated knowledge in human resource functional subjects such as but not limited to:
 - Benefits
 - Recordkeeping/File Retention
 - Policy Administration
 - Compensation
 - Project Management
 - Health and Safety
 - Recruiting
 - Employee Relations
 - Written and Employee Communications; and
- Technical skills of an intermediate to advance user of MS Office 365 software, computers, office equipment, and HRIS; and
- Detail oriented with excellent organizational skills; and
- Strong problem-solving skills and resourceful thinking; and
- Strong empathy and interpersonal skill; and
- Valid Michigan Operator License with a driving record that qualifies under the Tribe's auto insurance policy; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a Driver's License throughout employment and being insurable under the Tribe's insurance policy.

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: E3

Hiring Range: \$37,559 - \$49,808 – **Commensurate with Verified Qualifications.**

Status: Exempt/Bi-weekly

Background Check: Extensive

Application Instructions:

Obtain an application form and a copy of the position description on the Tribe's website www.lrboi-nsn.gov or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov .

To apply please submit completed application, cover letter, transcripts for degree or class schedule, any/all licensure(s), relevant certifications, a copy front/back of driver license and resume to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Fax: 231-331-1233 Email: aliciaknapp@lrboi-nsn.gov .

Incomplete submissions will not be considered.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

For further information, please contact the LRBOI HR Department.

Tribal Member Posting Period – 04/14/2022 through 04/23/2022

General Posting Period – Subject to outcome of Tribal Member selection process.