



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

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

**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](http://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](mailto:aliciaknapp@lrboi-nsn.gov) . Fax: 231-331-1233*

*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; Email:- [apply@lrboi-nsn.gov](mailto:apply@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.*

**Reposted – 06-14-2022**

**Remove – 06-28-2022**