

**CATAWBA INDIAN NATION**  
**Notice of Job Vacancy**

**Vacancy Posting Date: February 17, 2017**  
**Application Deadline Date: March 3, 2017**

<p><b>POSITION:</b> Human Resources Manager <b>PAY RANGE:</b> \$26,000 - \$32,500; 25 hours per week, Part-time employee (no benefits)</p>
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**Job Description:** The Human Resources Manager is responsible for the recruitment, classification, training, benefits, and compensation of the employees of the Catawba Indian Nation. In collaboration with Administration, the Human Resources manager will develop policies and procedures, establish goals and objectives and gather and analyze job related data. The Human Resources Manager will be an integral part of the management team.

**MAJOR DUTIES**

- Assist in developing, updating, and implementing the personnel policies in compliance with applicable laws, regulations, and ordinances.
- Review and make recommendations on Human Resources forms and documents ensuring compliance with federal, state, local and tribal laws.
- Assist in the interpretation of the policies and procedures manual and ensure compliance.
- Assist in the compilation and analysis of employee data and records.
- Conduct audit of employee records to ensure accuracy.
- Assists in the recruitment, selection and termination of employees.
- Assist in the development of job descriptions and maintain records of job descriptions for all positions within the organization.
- Assists in the development, implementation, and maintenance of employee compensation and benefits plans, pay policies, and performance appraisal.
- Performs benefits administration to include claim resolution, change reporting, approving invoices, and annual evaluation of policies and cost effectiveness.
- Assists in the investigation of employee complaints and in the administration of the policies and procedures regarding employee grievances.
- Provides HR consultation for all departments regarding recruitment, employment, benefits, record keeping, training, performance development, evaluation and other related functions.
- Selects and coordinates use of insurance brokers and carriers.
- Keeps leadership and departments informed by attending meetings and submitting reports.
- Ensures confidentiality of employee's records, investigations and other information.
- Oversees background investigations and drug testing.
- Develop a new hire orientation program.
- Maintain professional and technical knowledge by attending training, seminars, and meetings.
- Contributes to a team effort and accomplishes related results as required.
- Other duties as assigned

**MINIMUM REQUIREMENTS**

- Bachelor's degree in Human Resources or related field (Business or Human Services)
- Three-five years progressive work experience in Human Resources

- Knowledge of applicable federal, state and local laws
- Knowledge of principles in recruitment, employment, compensation, and benefits
- Ability to communicate effectively verbally and in writing
- Ability to maintain effective working relationship with other employees and to maintain a courteous and professional demeanor with the public at all times
- Ability to attend trainings and classes as required
- Ability to work evenings or weekends as required
- Possess a valid driver's license and be insurable on the Tribe's Driving Policy

**Catawba Indian Nation exercises INDIAN PREFERENCE**

Native American Indian preference shall apply to this position pursuant to the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws (title 25, U.S. code, Section 472 & 473).

**Background checks and drug screening are requirements for employment.**

*Completion or submission of an application and/or resume does not guarantee an interview or an offer of employment. We only contact candidates selected for interviews and do not hold applicants for future vacancies. Applications must be submitted for current posted positions.*

To apply, submit **CIN Employment Application and RESUME** no later than **5:00 p.m. March 3, 2017** to *The Catawba Indian Nation, Attention Tribal Administrator, 996 Avenue of the Nations, Rock Hill, South Carolina, 29730*. All requested information listed above must be submitted by deadline. **CIN Employment Applications** are available from website ([www.catawbaindian.net](http://www.catawbaindian.net)) and the above location.