



# KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

<b>Position Title:</b> Director	<b>Department:</b> Human Resources
<b>Opening date:</b> 3/21/2025	<b>Closing date:</b> 4/4/2025
<b># of vacancies:</b> 1 Full-time	<b>Location:</b> Kiowa Tribal Complex, Carnegie

## POSITION DETAILS:

<b>Status:</b> Full-time	<b>Reports to:</b> Executive Director
<b>Classification:</b> Non-Exempt	<b>Salary Range:</b> \$26.44 per hour - \$33.10 per hour
<b>Division:</b> Tribal Operations	

**JOB SUMMARY:** The Human Resources Director oversees the day-to-day operations of the Human Resources department and the work of the departmental employees to ensure overall human resources services are provided to employees of the Kiowa Tribe of Oklahoma governmental structure. Manages the administration of the Human Resources Policies and Procedures and oversees the responsibility of benefits, classification, compensation, performance management, recruiting, staffing, employment practices and compliance as well as employee relations/recognition and communication.

## RESPONSIBILITIES:

- Develops a strategic plan for all Human Resources functions, including recruitment and employment, compensation and benefits, personnel records, information systems, performance development and evaluation processes.
- Plan, lead, develop, coordinate, and implement policies, processes, training initiatives, and surveys to support human resource compliance and strategy needs.
- Develops and implements departmental budget.
- Keeps leadership and other departments informed of status of Human Resources Department activities by attending management team meetings and providing updates to the Executive Director.
- Maintains, updates and implements the Human Resources Policies & Procedures in accordance with tribal, federal, and other applicable laws.
- Directs the development, implementation, and maintenance of a salary administration plan, which includes compensation and benefit packages; the classification of positions; pay policies; and performance appraisal programs.
- Administers or oversees the administration of human resource programs including, but not limited to: compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Review and update the Human Resources Policies and Procedures regularly to ensure best practices are implemented.
- Mediate staff issues and creates an open dialogue amongst staff to maintain harmonious working relationships amongst departments.
- Conducts research and analysis of trends including review of reports and metrics from the organization human resource information systems or talent management system.

**HOW TO APPLY:** Complete an employment application which is available online at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities).

\*\*Submit completed applications to [hr@kiowatribe.org](mailto:hr@kiowatribe.org) or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

- Monitors and ensures compliance with applicable employment laws and regulations, and recommended best practices.
- Ensures the confidentiality, integrity and security of personnel records, investigations, grievances, and other human resources documentation is in accordance with tribal, federal, and other applicable laws.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Facilitates professional development, training, and certification activities for HR staff.
- Directs the administration of the group health, life insurance and retirement plans.
- Responsible for the administration of the 401(k)-employee retirement plan, acting as the administrator of the plan.
- Negotiates with insurance companies, brokers or agencies with respect to premiums, terms and conditions, renewals and modifications of insurance contracts and the retirement services.
- Advises the Workman's Compensation Program.
- Directs staff in responding to unemployment claims and hearings.
- Conduct and coordinate the recruitment/section process including advertising, screening and interview working directly with HR department staff and hiring officials.
- Responsible for background checks of employees hired in sensitive positions, including fingerprint transmittals, maintaining files and notifying employees and department heads of the outcome.
- Administration of the job classification and compensations plans, including classifying and reclassifying positions.
- Oversee the preparation and maintenance of the job descriptions, working closely with all branches of government and reporting directors.
- Coordinates, develops and/or recommends training programs for management and employees.
- Serve as an advisor to the Department Heads on resolving various issues regarding employee relation matters, including counseling, mediation, discipline/discharge and more.
- Plan, process and facilitate grievance hearings.
- Supervises the Human Resources staff by hiring, defining duties, motivating, counseling, performance appraisal, compensation, issues, discipline and termination of staff when necessary.
- All other duties as assigned.

#### **QUALIFICATIONS:**

- Bachelor's degree in human resources management, Business Administration or related field.
- ***Preferred education:*** Master's degree in human resources management, Business Administrator or related field. Tribal Human Resources Professional I & II, SHRM certification or related certification(s).
- Six (6) years of work experience in Human Resources management.
- Must possess a minimum of three (3) years of supervisory work experience.

#### **REQUIREMENTS:**

- Must possess a valid driver's license and be insurable under the Kiowa Tribe's motor vehicle policy.
- Must be willing to submit to and pass drug testing.
- Must be willing to submit to a background investigation which reflects a good moral character.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- All work will be completed in an office setting
- Must be able to lift a minimum of five (5) lbs.
- Must be able to sit and stand for long intervals based upon the needs of the position.
- May be required to travel in-state and out of state based upon the needs of the position.

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