



College of
Menominee
Nation
KESHENA • GREEN BAY

Position Title: Director of Human Resources	Reports to: Chief of Staff
Department: Human Resources	FLSA Status: Exempt
Classification: Regular Full Time	Benefit Eligible: Yes, Full Time Benefits
SOC Code: 11-3121	Last Updated: 05/26/2023
Location: Keshena Campus	Posting Status: First Posting - Menominee Enrolled Only
Grant Funded: Not Grant Funded	Application Deadline: June 12, 2023 at 4:00 P.M.

Position Summary: The Human Resources Director will be responsible for all aspects of human resources and provide strategic leadership and direction of recruitment and retention of the College's Human Capital needs. The Position develops, documents, and executes sound human resources policies and procedures. The Director manages human resources and related activities to insure compliance with tribal, local, state and federal laws. The Director will be the main adviser to college leadership on human resources issues and supervise other human resources staff.

Position Responsibilities & Duties:

1. Employee recruitment, orientation, on-boarding and employee life cycle programs

- a. Oversee new employees with and indoctrination to our mission, traditions, cultures, and history of College of Menominee Nation values
- b. Prepare new employee packets including letters of appointment

2. Employee retention, evaluations, and staff development

- a. Oversee employee evaluations
- b. Oversee training and development
 - I. Customer Service
 - II. Technical Skills
 - III. Develops management and leadership skills
 - IV. Instill focus on the College values and mission
- c. Conflict Resolution
 - I. Hearing and resolving employee grievances, counseling employees and supervisors
- d. Maintain new ways to measure employee morale and determine methods for improving overall employee satisfaction.

3. Wage and Benefits Administration

- a. Provide excellent customer service by communicating promoting and administering the Colleges health, dental, disability, life, and wellness plans
- b. Reconcile with payroll records to check gross pay and benefit deductions
- c. Design and implement competitive compensation plan
- d. Recommend and review performance management and lump-sum adjustments in compensation
- e. Manage unemployment benefit and claims
- f. Assist in annual review of wage and salary program.

4. Safety, welfare, wellness and health
 - a. Work closely with faculty and other staff to ensure a safe, non-hostel, discrimination free, healthy work environment
 - b. Oversee workers compensation programs
 - c. Develop and monitor wellness programs
 - d. Investigate and coordinate claims of discrimination, harassment, and sometimes labor disputes
5. Risk Management and Governance
 - a. Risk Management
 - I. Responsible for compliance with all Tribal, federal, state, and local laws pertaining to all Human Resources Matters
 - II. Comply with FLSA, ACA, EEOC, FLMLA, ADA, and other regulations
 - III. Work with leadership in executing Equal Opportunity, Diversity, and Affirmative Action strategies
 - IV. Promote mutual respect, dignity, and integrity with all employees
 - V. Consult with Tax, benefit, and legal experts as appropriate on personnel matters
 - VI. Manage Drug and Alcohol testing program
 - b. Governance to the Board of Directors and Transparency
 - I. Reports, advises, and presents to Board of Trustees Key Human Resources indicators
 - II. Communicate College's potential risks
 - c. Maintain knowledge of the industry trends and employment legislation
6. Strategic Planning
 - a. Participate in the development of and support the company's strategic plans
 - b. Service as a key member of Senior Leadership, helping to define mission, vision and direction
 - c. Establish and implement strategies to communicate and support the Colleges Mission, Vision, Culture and Values
 - d. Develops departmental goals and objectives
 - e. Assure human resources plans are consistent with organizational goals
 - f. Provide and visionary and leadership implementation role on behalf of all departments creating a well-respected and sought after department goals
 - g. Participate on committees and special projects and seek additional responsibilities.
 - h. Attend workshops, seminars, and establish networks within the industry
7. Policy and Procedure Development and Implementation
 - a. Establish a culture of Continuous Process Improvement
 - b. Maintain Personnel Policy and Procedures booklet
 - c. Ensure excellent human resources policies and procedures to insure relevance, reliability, and completeness of financial statements
 - d. Maintain a documented system of human resources policies and procedures to minimize exposure
 - e. Accountable for HRIS integrity
 - f. Develop and Implement new policies and procedures

Competencies

1. Business Acumen.
2. Communication.
3. Consultation.
4. Critical Evaluation.
5. Ethical Practice.
6. Global & Cultural Awareness.
7. HR Expertise.

8. Leadership & Navigation.
9. Relationship Management.

SUPERVISORY RESPONSIBILITY:

Manages the overall direction of Human Resources Operations. Carries out supervisory responsibilities in accordance with company policies and applicable laws. Responsibilities include interviews, hiring, planning, assigning, directing work, rewarding, performance reviews, and addressing complaints, and resolving problems.

Position Type/Expected Hours of Work

This is a full-time position.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree in Human Resources plus highly relevant work experience is required.
- Three to five years of experience in executive level Human Resource Management
- Current knowledge of federal/state regulations related to employment and employee relations, including but not limited to ADA, FLSA, and FMLA
- Strong interpersonal, conflict management, customer service, and negotiation skills
- Experience in improving business processes
- Experienced and demonstrated competency in strategic planning
- Strong interpersonal and communication skills, self-motivated and self-directed
- Ability to read, write reports, time management with tasks, and interpret business documents and regulations

Desired Qualification:

- Master's degree in Human Resource Management or related field preferred.
- SHRM Certification is useful but not required

Reporting to this Position: Human Resource Coordinator

Physical Demands & Work Environment:

Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office functions-Constant

-Exposure to office/class room environment- Occasionally

-Exposure to shop or maintenance environment - Occasionally

Tools & Equipment Used: Office equipment including copy, scan, print, fax machines, computers, calculators, and telephones.

Application Process

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hire)
- Three Professional References
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.

Application materials can be mailed to:

College of Menominee Nation

Attn: Human Resources

P.O. Box 1179

Keshena, WI 54135

Or

Email to: hr@menominee.edu

An online application is available at <http://www.menominee.edu/careers>

Posting closes on June 12, 2023 at 4:00 PM

NOTE: Pre-employment drug testing is part of the hiring process.

EOE/MITW 82-10

The above noted position description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.