

## VACANCY POSTING

**POSITION TITLE:** Director of Human Resources      **STATUS:** Full-Time/Exempt  
**DEPARTMENT:** General Government      **SALARY:** Negotiable  
**SUPERVISOR:** Tribal Administrator      **POSTING:** August 2, 2022  
**CLOSING:** Open Until Filled

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### POSITION DESCRIPTION

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#### **General Summary**

**The Upper Mattaponi Indian Tribe** is a sovereign nation working to improve the lives of its citizens and build a community. UMIT received federal recognition in 2018, and is expanding capacity rapidly. The growth has resulted in an increased demand for human resources activities to include recruitment duties, retention, benefits coordination, employee evaluation and disciplinary coordination, and centralized records oversight. UMIT is seeking a Director of Human Resources to ensure compliance with tribal and relevant federal employment law, policy, and procedures.

#### **Position**

The Director of Human Resources performs professional duties that proactively enhance an effective human resources program. Areas of responsibility include recruitment/selection, performance management guidance, employee relations, benefit coordination, and other Human Resources duties as assigned.

#### **Primary Duties and Responsibilities:**

- Manage total recruitment for assigned positions.
- Responsible for new hire processing;
- Responsible for making sure all hiring paperwork is complete and in compliance with relevant laws and policies;
- Maintain a strong communication program for employees to include benefits and other HR related functions;
- Investigate complaints against/made by employees;
- Serve as mediator and facilitator for employees and supervisors;
- Conduct exit conferences;
- Assist with implementing procedure to request new positions;
- Receive, complete, and process insurance Enrollments/Changes.
- Record changes internally for tracking/reconciliation of benefit related vendor payments.
- Administer COBRA including sending initial notices to covered members, termination notices, tracking payments, etc.

- Receive and respond to emails, phone calls and drop-ins regarding benefits questions pertaining to eligibility, changes, enrollment penalties, form completion, etc.
- Communicate with Insurance Representatives on employees' behalf regarding benefits issues and premium discrepancies.
- Track, bill and receive premiums not paid by Payroll deduction for employees on leave without pay.
- Calculate and prepare payroll deduction overrides based on any changes made to insurances.
- Preparation of open enrollment communications, notices, etc. for distribution to all employees.
- Schedule and participate in open enrollment meeting locations and coordinate with benefits consultants and participating benefits vendors.
- Respond to Verification of Employment/Wage requests
- Performs other duties as required.

**Knowledge, Skills and Ability Qualifications:**

- Bachelor's degree in relevant field;
- 5 to 7 years of successful experience in human resources;
- Comprehensive knowledge of HR practices and employment laws, procedures;
- Extensive experience and knowledge of recruitment, interviewing and selection practices;
- Relevant human resource credentials or certifications preferred;
- Comprehensive knowledge of business English and spelling;
- Demonstrated ability to establish harmonious working relationships with others and deal effectively with other employees;
- Ability to work under pressure, to organize and perform work independently
- Experience working with tribes and tribal citizens preferred.
- Proficient in Microsoft Office applications (Word, Excel, Outlook).
- Excellent communication and organizational skills.

**Benefits:**

- Health, Dental and Vision
- Paid time off
- Holiday pay
- Life insurance
- Long-term disability insurance
- 401k

**Other Requirements:**

Applicants will be required to authorize a background check and submit to drug testing. Failure to do so will disqualify applicant for consideration for the position.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**How to Apply:**

Candidates desiring to apply for this position must submit the following by the closing date to receive consideration:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.  
**AND**
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

**To apply for this position, interested candidates must submit their completed cover letter and resume on or before the closing date to:**

**Attn: Director of Human Resources**

**[careers@umitribe.org](mailto:careers@umitribe.org)**

*NOTICE: Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).*