



# Stockbridge-Munsee Community

Department of Human Resources  
PO Box 70  
Bowler, WI 54416

Telephone: (715)793-4375  
FAX: (715)253-2432  
Email: bev.miller@mohican-nsn.gov

## POSITION DESCRIPTION

**POSITION:** Human Resource Executive Director

**LOCATION:** Tribal HR

**SALARY:** Negotiable Exempt

Supervised by/Reports to: Tribal Council for Stockbridge-Munsee Community

**POSTING DATE:**10/4/21

**CLOSING DATE:** 10/18/21

**PAY GRADE:** 9

**Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.**

**General Responsibility:** The Human Resource Director is responsible for the management of all Tribal Human Resources functions. The Human Resources Director is responsible for the organizational development, compensation, benefits, performance management, employee relations, recruitment and retention, and compliance with all applicable Tribal, Federal, State and local laws.

**STANDARD QUALIFICATIONS:** All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must obtain and maintain Elder/Youth License
3. Must be at least 18 years of age, unless otherwise stated on job description.
4. Must maintain an acceptable departmental attendance record.
5. Must be able to work weekends, nights and holidays.

### **DUTIES:**

1. Responsible for the organization and supervision of Tribal Human Resources Department staff, including HR Administration, Mohican Nation Insurance staff, Occupation Health and Training. This position will collaborate with the Casino HR Director on many HR related initiatives.
2. Establishes good relations with all levels of employees through consultation regarding organizational, job related issues, Tribal policies and procedures, performance standards, human resource practices and conflict resolution.
3. Maintain compensation structure and review annually for industries' and regional competitiveness to assure effective recruitment and retaining of employees.
4. Will create and periodically review the effectiveness of internal employee performance system(s) to ensure fair reviews of employee's performances.
5. Will review internal Employee Assistance Program, Random and Pre-Employment Program and Occupational Health Program for effectiveness and competitiveness. Will revise to meet industry needs.
6. Responsible to develop employee manuals to meet the needs of the Tribal Government. Will also update and revise as deemed necessary.
7. Assist in the development of Human Resources policies and procedures; ensuring applicability to industry and industry specific regulations.



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8. Oversees workers compensation, safety and unemployment insurance programs and claims.
9. Coordinates 401k, deferred compensation and similar retirement benefits with employees, 401k committee and 3<sup>rd</sup> party vendors. Will participate as a member of the 401(k) Steering Committee.
10. Responsible to follow the established Elder/Youth Ordinance and assist in issuance of Elder/License along with Tribal HR Manager.
11. Acts as Tribal liaison with government agencies in areas of regulatory compliance, with coordination with the legal department, represents tribe in hearings or other proceedings related to unemployment and workers compensation when necessary.
12. Compiles data, prepares and distributes period management reports relating to human resources
13. Will coordinate with manager and internal/external resources to provide employee training, development and retention.
14. Will stay current with all legislative laws and trends regarding FMLA, and mediation.
15. Provide effective leadership and support for the Mohican Insurance department including the administration of self-funded benefit plans.
16. Will work with Occupation Health Department to ensure that Tribal standards are met and maintained.
17. Must maintain an acceptable departmental attendance record.
18. Must be reliable and prompt when reporting to work.
19. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
20. Must adhere to Tribal law and other applicable laws as well as Tribal personnel policies and procedures.
21. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.
22. Investigates, analyzes and formulates methods for handling performance evaluation programs, including job descriptions, salary surveys and position re-classifications.

## **QUALIFICATIONS:**

1. Bachelor's Degree in Human Resources, Business Management or related field plus six (5) years of work experience in Human Resources (compensation, recruitment, employee retention, all employment processes, employee relations) is required. Master's degree in applicable field preferred.
2. Demonstrated ability to lead and develop Human Resource staff members to include excellent interpersonal and coaching skills.
3. Previous business and Tribal government experience is desirable.



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4. Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relation preferred.
5. Demonstrated 401K investing knowledge, previous 401K audit and 5500 filing experience.
6. Actual working experience with Property & Casualty and medical insurance to include knowledge of life, short term disability, and long-term disability.
7. Broad knowledge and experience in employment law, compensation, organizational planning, organization development, employee relations, safety, and training and development.
8. Experience in the administration of benefits and compensation programs and other Human Resource programs.
9. Strong demonstrated policy writing experience.
10. Demonstrated ability to serve as a successful participant on the executive management team that provides leadership and direction.
11. Excellent oral and written communications skills.
12. Thorough knowledge of ethical guidelines applicable to the positions as outlined by professional standards and or federal, state and local laws, rules and regulations.
13. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
14. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or Tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.

**SUBMIT APPLICATION TO:** Human Resources  
Stockbridge-Munsee Community  
N8705 Moh He Con Nuck Rd  
P. O. Box 70  
Bowler, WI 54416

Apply online at: [www.mohican.com](http://www.mohican.com)

**WE ARE A DRUG FREE EMPLOYER**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE.**

**The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.**



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The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian preference is given in accordance with the Tribal Employment Preference Ordinance.

New Position:

Revised Position:

Revised Position:

Tribal Council Approved:

Tribal Council Approved: