

NAZLINI COMMUNITY SCHOOL, INC.
Position Description

POSITION TITLE: Human Resource Manager
CONTRACT TERM: 12 Months

CLASSIFICATION: Exempt
DATE APPROVED: 06/08/2021

POSITION SUMMARY: Perform a wide variety of management and oversight duties related to the operation of the Human Resource Management. Coordinates and administers various functional areas such as, recruitment and selection, new employee onboarding/orientation, classification and compensation, employee benefits, safety and wellness, performance management, employee training, and personnel policies; adjudication and provide technical assistance to management.

RESPONSIBILITIES AND DUTIES

- Performs management duties in support of human resources activities and operations.
- Coordinates the implementation of recruitment and selection plans, updating job descriptions and preparing job bulletins, assisting with application screening, compiling eligibility lists, scheduling interviews.
- Coordination and development of classification and compensation plans; conducts classification studies; writes class specifications; analyzes job relationships and related factors; and recommends modifications regarding incumbents, classes, and class series.
- Plans onboarding and orientation activities for new hires; prepare new hire information packets; conduct initial new hire meetings with employees and explain employment paperwork.
- Coordination and collection of compensation and benefit data and prepares reports and completes benefit surveys; provides classification, compensation, and benefit information to District staff and other organizations.
- Coordinating the administration, distribution, and verification of employee benefits program; and provides information to staff on plan coverage and procedures.
- Updates and maintains documents such as organizational charts, staff roster, emergency contact information, employee demographics, and other documents.
- Maintains records related to Performance Evaluations; compiles data used for program evaluation and reporting.
- Researches, collects, and compiles information from various sources for a variety of human resources areas; to interpreting and analyzing data and preparing technical records, reports, and summaries.
- Assists to colleagues, as well as Principal and Management.
- Performs related duties and responsibilities, as assigned.
- Reads and knowledgeable of NCSI Policies and Procedures, Mission and Vision Statement.
- Utilize Accountability measurement and resources in correlation to school adopted policies, goals and school wide program plans
- Assists to ensure that all staff meets the requirements set forth in the Indian Child Protection and Family Violence Act, 5 U.S.C. 301; 25 U.S.C. 2, 9, 13, 200 and Executive Order 10450; and Public Laws 101-630 and 101-647.
- Ensure that all staff and NCS meet the requirements and/or are in compliance with the Indian Child Welfare Act, 25 C.F.R. Part 23; Asbestos Hazard Emergency Response Act (AHERA); 40 C.F.R. 763.92A.1.; 40 C.F.R. 763.92A.Z.; 29 C.F.R. 1910.120; Drug-free Workplace Act; NCS Sexual Harassment Policy and the Navajo Affirmative Action Regulations. Insure trainings are scheduled and attended to maintain said compliance and personnel files are documented to evidence such compliance.
- Ensure the process of advertisement of job vacancies and employment applications; schedule candidate interviews.
- Maintains a variety of hard copy and/or electronic documents and records.
- Maintains all personnel files in secure locking location.
- Maintains all background checks in secure locking location.

- Works closely with oversight BIE and DoDE regarding Federal Program compliance relative to adjudication processes at Local, State and Federal levels.
- Ensure the process of fingerprint and background checks on all employees and candidates for employment; and, ensure copies of required certifications, transcripts, licenses, tests or related documents are on file for positions that have such requirements.
- Ensure that all staff meets the requirements set forth in the Indian Child Protection and Family Violence Act, 5 U.S.C. 301; 25 U.S.C. 2, 9, 13, 200 and Executive Order 10450; and Public Laws 101-630 and 101-647.

SPECIFIC QUALIFICATIONS

- Possession of a Bachelor's Degree in with major course work in human resources management, business/public administration, or a related field.
- Three (3) years of increasingly responsible experience in human resources.
- Adjudication Certificate Required
- Valid Arizona Driver's License
- Maintain confidential information and deal discreetly with confidential and sensitive situations.
- Understand and interpret the provisions of federal, state, and local laws, codes, and regulations that pertain to human resources management, including administrative and departmental policies and procedures.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.

PHYSICAL REQUIREMENTS

- Annual Physical Examination is required.

REPORTING RELATIONSHIP

- Reports to the Principal

SALARY to be determined based on education and experience and be placed on the NCSI, salary schedule.

NOTE: This job description is subject to review and change.

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

Employee signature

Date

Depending upon the needs of the school, some incumbents of this position may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.