

Upper Sioux Community

Human Resources Position

Hours: Part-time (20 hours per week)

Salary: To Be Determined

Supervisor: Board of Trustees

Position Open Until Filled

Duties Include (but not limited to):

- Hire employees and process hiring-related paperwork;
- Process, verify, and maintain personnel related documentation (personal data, compensation, attendance, performance reviews, disciplinary reports, termination information);
- Explain company personnel policies, benefits, and procedures to employees/applicants;
- Confer with management to develop and implement personnel policies;
- Answer questions regarding employment eligibility, salaries, benefits, and other pertinent information;
- Arranges employee orientation, handbook/policy/HR procedures training, customer service training, employee events, and other events as assigned;
- Conduct reference and background checks on job applicants;
- Conduct exit interviews and complete necessary termination paperwork;
- Provide Management with information related to performance evaluations, counseling techniques, and documentation of personnel issues;
- Arrange in-house and external training activities;
- Perform searches for potential employees utilizing computer/internet recruitment resources, networking, media advertisements, job fairs, recruitment firms, employee referrals, etc;
- Process FMLA, Work Comp, Unemployment, and 401k paperwork;
- Conduct payroll verification with payroll for use in payroll processing and internal audit controls;
- Schedule and administer skill, intelligence, psychological, and drug testing for prospective and current employees;
- Other duties as assigned.

Qualifications:

- High School Diploma or GED; Associates Degree preferred (two year college/technical school);
- Human Resource experience preferred;
- Experience with Human Resource Systems, Microsoft Office, Database Management, Word Processing, and Excel software;
- Willing to obtain HR Certification after one year of employment;
- Must be dependable;
- Must be detail oriented;
- Must have the ability to perform work accurately and thoroughly;

- Must have the ability to provide guidance and feedback to assist employees strengthen specific knowledge/skill areas;
- Possess good communication (verbal and written) skills;
- Ability to maintain confidentiality;
- Possess valid driver's license and proof of insurance;
- Submit to pre-employment background check;
- Submit to pre-employment and random drug testing.

Native American preference will apply.

Please submit cover letter, resume, and three references to:

Upper Sioux Community

Board of Trustees

Attn.: Meri Jo Gillund

P.O. Box 147

Granite Falls, MN 56241