

FLAGSTAFF BORDERTOWN DORMITORY

POSITION DESCRIPTION

TITLE: Human Resources Technician

EMPLOYMENT: 12 Months FLSA - Exempt

SALARY: In accordance with governing board policies.

GENERAL STATEMENT of RESPONSIBILITIES

Under general supervision, performs a wide variety of complex technical, clerical and administrative activities in recruitment and selection of employees, employee insurance and benefit programs, payroll, training and development of employee relations. The human resources technician is responsible for performing a full range of duties and responsibilities with minimal supervision and instruction and a high degree of confidentiality.

QUALIFICATIONS:

- Must have at least 60 post-secondary semester hours (90 quarter hours) or an AA degree in Personnel Management, or Human Resources Management or other business related field.
- Work experience may be substituted for education.
- Must have knowledge of generally accepted personnel management practices fair employment practices and laws, the Navajo Preference in Employment Act and related proceedings.
- Current certification in First Aid and CPR
- Valid Arizona driver's license
- Current Arizona and Navajo Nation motor vehicle driving record on file
- Must pass criminal background checks by state, federal and Navajo Nation
- As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 3 employment positions.
- Must be knowledgeable and familiar with the Navajo language, culture and people.

DUTIES and RESPONSIBILITIES:

- Conveys technical concepts to others.
- Handles sensitive and confidential information.
- Facilitates discussions in individual and group settings.
- Verifies numerical and demographic information.
- Interprets policies, procedures, techniques, and rules governing human resources management at Flagstaff Bordertown Dormitory.
- Achieves harmony and cooperation in communications with other employees.
- Prepares professional correspondence for routine communications with both staff and the public. Communicates with students, staff, parents, and the public as needed.
- Works independently and as part of a team.
- Provides information on personnel policies, procedures, rules and regulations as required.
- Maintains statistical files and charts on salaries and other information for use in preparation of reports to the state, federal, and Navajo Nation as required.
- Coordinates and conducts pre-screening interviews.
- Assembles and distributes information to supervisor(s) as needed.

- Facilitates interview scheduling and decision processes.
- Composes all correspondence regarding employment or other personnel matters.
- Answers inquiries regarding openings and hiring procedures.
- Issues notices of employment.
- Conducts orientation and processing of new employees.
- Performs duties related to the recruitment, hiring and processing of assigned groups of employees.
- Prepares recommendations for employment.
- Determines salary and benefits eligibility.
- Maintains and updates all personnel files.
- Compiles and submits reports to the state, federal, and Navajo Nation as required.
- Notifies supervisory staff of due dates for performance evaluations.
- Responsible for notifying staff of fingerprinting requirements and of the renewal requirements every five years.
- Processes required fingerprinting paperwork to the appropriate agency or agencies as required.
- Assures that required credentials, licenses, and tests are obtained and maintained by employees in a timely manner.
- Prepares recruitment materials, travels to job fair sites, sets up and tears down recruitment booth.
- Communicates with the public regarding recruitment opportunities.
- Drafts position descriptions for review and approval as directed.
- Assists in maintaining compliance with NCLB and NPEA in all hiring and personnel activities.
- Performs as adjudicating official as required by federal law.
- Attend and participates in committee meetings and in-service training as required.
- Verifies personnel action documents related to employee status changes and payroll.
- Develops and revises human resources documents, procedures, and forms.
- Assists in the development of policies, rules and procedures as needed.
- Assists business manager in researching and assembling information for classification and compensation studies.
- May assist in the planning and coordination of the dorm employee training program including the development of brochures and training materials.
- Assists with the development of and dissemination of the dorm training calendar.
- Assists with the dorm recruitment and selection processes in accordance with governing board policies.
- Prepares job announcements and advertisements.
- Conducts application screening.
- Coordinates interview processes.
- Develops interview questions and rating standards in accordance with governing board policies.
- Instructs, advises and monitors interview raters on selection and interview methods.
- Performs and oversees background checks for new employees.
- Responds to unemployment claims in a timely and accurate manner.
- Provides information regarding employee benefits to employees.
- Conducts new employee benefits orientation.
- Prepares processes and coordinates employee benefit enrollment forms.
- Consults with vendors and benefits plan administrators as needed.
- Audits benefit eligibility reports as required.
- Researches, analyzes and interprets payroll data regarding benefit enrollments.
- Plans, develops, organize, implement, reviews and administers staff benefits and workers' compensation plans.
- Verifies information provided on claim information and files claims with third-party administrator.
- Performs other duties as assigned.

SUPERVISION RECEIVED: CEO
SUPERVISION GIVEN: IT Technician
WORKING HOURS: In accordance with governing board policies.
EVALUATION PROCEDURES: In accordance with governing board policies.

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out the Flagstaff Bordertown Dormitory Governing Board's functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or school policies.

REVIEWED BY: _____ **DATE:** _____
Employee

REVIEWED BY: _____ **DATE:** _____
Program Supervisor

APPROVED BY: _____ **DATE:** _____
Chief Executive Officer

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.