

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Human Resource Generalist

Position Number: 5578

Department: Human Resources

Location: Complex

Issuing Date: September 7, 2011

Closing Date: Until Filled



Mailing Address:

RT 1 Box 721
Perkins, OK 74059

Fax: (405)547-1092
jobs@iowanation.org

Phone(405)547-2402
<http://www.iowanation.org>

Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

SUMMARY

Manages employee benefit plans, coordinates human resource activities, such as employment, compensation, training, employee services, and benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provides administrative support to the Human Resource Director as follows:

Records employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, and termination date and reason in human resources information systems

Processes employment applications and assists in other employment activities.

Updates employee files to document personnel actions and to provide information for payroll and other uses.

Examines employee files to answer inquiries and provides information to authorized persons.

Compiles data from personnel records and prepares reports.

Provides training on employee policies for new hires.

Conducts employee exit interviews.

Computes wages and records data for use in payroll processing.

Prepares and files reports of accidents and injuries at establishment.

Provides services to employees to answer their benefit questions, resolve problems related to access to or payment of benefits, orient newly eligible employees, and process enrollment forms, changes, and loan requests.

Coordinates transfer of data to external vendors, plan providers, auditors, and consultants.

Notifies employees and of changes in benefit programs.

Maintains FMLA and confidential files

Compiles and maintains records for use in employee benefits administration.

Prepares computer input forms, enters data into computer files, or computes wages and deductions and posts to payroll records.

Reviews wages computed and corrects errors to ensure accuracy of payroll.

Records changes affecting net wages such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records.

Prepares periodic reports of earnings, taxes, and deductions.

Keeps records of leave pay and nontaxable wages.

Prepares and distribute paychecks.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indian preference applies

EDUCATION and/or EXPERIENCE Six years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test and maintain a valid driver's license. Additionally, selected individual must be bondable and able to pass background check.