

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P. O. Box 9 • Odanah, WI 54861 • 715/682-6619 • FAX 715/682-9294



• MEMBER TRIBES •

MICHIGAN

Bay Mills Community
Keweenaw Bay Community
Lac Vieux Desert Band

WISCONSIN

Bad River Band
Lac Courte Oreilles Band
Lac du Flambeau Band

MINNESOTA

Fond du Lac Band
Mille Lacs Band

JOB ANNOUNCEMENT

TITLE: Human Resources Specialist

DEPARTMENT: Administration

CLOSING DATE: August 31, 2018

CLASSIFICATION: Permanent, Full-Time

SALARY: Starting Salary Range: \$34,319 – \$43,378 (Dependent on Qualifications). Note: Position has been classified as 50% tax exempt for qualified tribal members under Internal Revenue Code §7873 – Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities. Benefits include health insurance, retirement plan, cafeteria plan, disability insurance, and life insurance.

DUTIES AND RESPONSIBILITIES

Under the supervision of the Deputy Administrator, plans, organizes and directs all aspects of the human resource function, including employment, compensation and employee relations. Oversees the development, recommendation and promotion of comprehensive personnel policies and programs. Provides advice and guidance on the interpretation of personnel policies as they relate to individuals and organization objectives. Assists in planning, employee development, and organizing labor force to effectively meet GLIFWC's strategic plan and objectives. Develops and administers wage, salary and benefit programs.

QUALIFICATIONS

Applicants must possess: 1) MBA in Human Resource Management, Business, or Organizational Development preferred; or 2) Bachelor's degree in Human Resource Management, Business, Organizational Development, and a minimum of five (5) years of related work experience which included performing human resources functions. In addition, applicants are required to demonstrate:

- Experience in employment law, compensation structures, organizational planning and development, employee relations, training, safety, and active affiliations with Human Resource professionals or organizations is preferred.
- Must have knowledge and understanding of employment law and be familiar with tribal, state, and federal regulations in regard to employment.
- Tribal Human Resources Professional (THRP) Certification from NNAHRA is desirable.
- A high degree of skill in written and oral communications is required in addition to demonstrated abilities in working with others and leading teams.
- An ability to be self-motivated, work independently and effectively implement and manage projects.
- Must have a valid driver's license and be insurable.
- Work or other relevant experience with Indian Tribes preferred.
- Indian preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (P.L. 93-638)

APPLICATION PROCEDURE

Submit a completed GLIFWC application for employment (available at: www.glifwc.org), letter of interest, resume, and three references to:

Wayne LaBine, Deputy Administrator
Great Lakes Indian Fish & Wildlife Commission, P.O. Box 9, Odanah, WI 54861