



SAN CARLOS HOUSING AUTHORITY

P.O. Box 740

Peridot, Arizona 85542

(928) 475-2346 Fax: (928) 475-2349

www.sancarloshousingauthority.org

JOB ANNOUNCEMENT

POSITION TITLE: Human Resource Coordinator

JOB ANNOUNCEMENT: #2024-461

OPENING DATE: April 10, 2024

SALARY: DOE

CLOSING DATE: Open until filled

LOCATION: Peridot Office

Job applications are available at Tufastone, Bylas Sub-offices or
can be mailed or emailed upon request.

Applications are due at the Peridot Office by 4:30 p.m. on the closing date.

ESSENTIAL FUNCTIONS:

Under the direct supervision of the Executive Director, supports the day-to-day operations of the human resources function. Performs general support duties relating to hiring, performance management, compensation, employee relations, and terminations, and assists in benefits. Maintains personnel records and forms. Partners with leadership to develop talent strategies that are aligned to the SCHA. Builds relationships across functions to gain an understanding of SCHA priorities and objective. Recommend, develop, and implement programs to promote employee engagement, and retention. Give guidance and support to managers and employees on employee relations resolutions including coaching, researching/investigation situations, and recommending business driven, proactive, and inclusive solutions that follow guidelines within the policies and procedures. Other duties may be assigned at the discretion of the Executive Director.

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

The San Carlos Housing Authority is an equal opportunity employer who provides preference in employment to eligible and qualified veterans and Native Americans in compliance with its human resource policy and procedures. The San Carlos Housing Authority will grant preference for employment to qualified individuals in the following order:

1. Enrolled members of the San Carlos Apache Tribe with Veterans' Preference. Enrolled members must show proof of honorable discharge by submitting a DD-214.
2. Enrolled members of the San Carlos Apache Tribe.

3. Indian spouse or Indian parent of an enrolled member of a federally recognized Tribe or a parent of an enrolled member of a federally-recognized Indian tribe.
4. Enrolled members of a federally recognized Indian Tribe.
5. Non-Indian spouse or Non-Indian parent of an enrolled member of a federally recognized Tribe.
6. Non-Indian.

The Tribal Preference policy applies to hiring, placement, selection for training, treatment during employment, promotion, transfer, reduction-in-force and lay off.

DUTIES AND RESPONSIBILITIES:

- Maintains Employee Personnel files in compliance with departmental procedures.
- Records and maintains employee information such as personal data, compensation, tax data, performance evaluations, and termination information.
- Monitors the flow of employee personnel forms regarding employee status. Reviews personnel forms for accuracy and consistency and monitors all changes for compliance with SCHA Policy. Updates and maintains standard personnel forms.
- Works with supervisors, managers, and Executive Director to ensure that operational staffing needs are met and to provide guidance regarding human resources issues.

- Responsible for maintaining proper hiring and orientation procedures.
 1. Ensures all new hire paperwork is completed and submitted for payroll and benefits purposes.
 2. Ensures new hire drug screening tests are completed in accordance with SCHA policy and procedure.
 3. Monitors all hiring for I-9 validity, criminal background for employees checks, etc.

- Assist in the oversight of the Performance Management program.
 1. Coordinates an annual review of job descriptions, ensuring that each employee has a current job description.
 2. Prepares and/or updates job descriptions in conjunction with supervisors and/or department directors.
 3. Assists in processing job evaluations during the annual evaluation period.
 4. Ensures that supervisors conduct meaningful employee evaluations in accordance with the tribe's policy for use in evaluating employees for completion of probationary period, merit increase, transfers, promotions, demotions, etc.

- Assists the Executive Director in providing guidance to supervisors and employees on problems originating from individual work situations or the work environment. Take appropriate steps to see that problems are resolved or channeled to management, if necessary.
 1. Ensures timely and effective recruiting activities. Processes vacancy postings in newspapers and with agencies or organizations as appropriate.
 2. Responds to employee and supervisory inquiries by reviewing employee files, personnel documents, and the Policy and Procedure Manual.
 3. Compiles personnel related data and prepares reports.

4. Works with program leads, Operations Manager and Executive Director to ensure that operational staffing needs are met and to provide guidance regarding human resources issues.
 5. Plan, direct and coordinate new employee orientation to foster positive attitude toward organizational objectives in collaboration with managers, supervisors or the Executive Director.
 6. Processes wage and employment data for use by payroll staff.
 7. Provide support and advisory services to the Board of Commissioners, including planning, and policy review.
 8. Serve as a link between management and employees by handling questions, interpreting and administering contracts, and helping resolve work-related problems.
 9. Advise and/or perform difficult staffing duties, including dealing with understaffing, conflict and dispute resolutions, and administering disciplinary procedures.
 10. Participates in employee relations activities and supports the grievance process.
 11. Oversees random drug screening tests per the SCHA Drug policy.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education/Experience:

1. Bachelor's degree in human resources or related field with 3 years of directly related experience.
2. Associate degree in related field with 5 years directly related experience required to be substituted.
3. Prefer experience with Native American organizations and Tribal Housing Authorities.
4. Prior supervisory experience is preferred.
5. Society for Human Resources Management certification or comparable certification preferred.

Knowledge, Skills, and Abilities:

1. Knowledge of Tribal, State and Federal employment laws and able to read and interpret policies, procedures, and laws.
2. Knowledge of human resource principles, practices and procedures.
3. Knowledge of federal laws governing public housing on Indian Reservations, i.e., NAHASDA & HUD regulation and other BIA and Low-Income Tax Credit regulations.
4. Skill in conducting training programs and making group presentations.
5. Skill in dealing with problems of a variable nature.
6. Skill in developing and maintaining good working relationships with employees, officials, vendors, and community members.
7. Skill in communicating effectively with employees and officials as well as community members.
8. Ability to read and interpret documents such as government and tribal personnel forms and the Policy and Procedure Manual.
9. Ability to apply common sense understanding to carry out detailed written and/or oral instructions.
10. Ability to maintain confidentiality of issues and employee files.
11. Ability to use a personal computer in Windows Office environment, photocopier, facsimile, adding machine/calculator, paper shredder, and telephone.
12. Ability to speak clearly and concisely and interpret, combine, and organize information into meaningful reports and prioritize projects based on a consistent formula.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

1. Work is generally performed in an office environment.
2. Work may require frequent standing, walking and bending.
3. Incumbents may be exposed to repetitive motion and vision to monitor.
4. Incumbents may be required to operate a SCHA-vehicle.
5. Incumbents may be required to travel to various SCHA Project Sites.

ADDITIONAL REQUIREMENTS:

1. Must have a valid AZ Driver's License.
2. Must pass a pre-employment drug test.
3. Must submit certified 5-year MVR and be insurable under SCHA vehicle insurance.
4. Must submit college transcripts.
5. Must submit evidence of professional licensure, if applicable.
6. Applicant will be subject to a Federal, State, County, Local and Tribal background check.