



VACANCY NOTICE #16-23

TITLE: Human Resources Consultant
Regular, Full-time
DEPARTMENT: Human Resources
SALARY: Dependent on Qualifications
OPEN DATE: May 19, 2016
CLOSING DATE: Open Until Filled

Summary: Responsible for the provision of professional human capital management advisory services to promote a healthy and productive work environment for the Federally Qualified Health Center (FQHC) and the government.

Qualification Requirements: Bachelor's Degree in business administration, management, or a closely related field; AND three (3) years of professional human resources experience to include overseeing compliance with employment laws. Professional in Human Resources (PHR) certification or equivalent; OR qualified to earn within one year of hire. Must possess a valid driver's license and be insurable through the tribe's insurance carrier. Position is subject to a favorable criminal and motor vehicle background investigation.

Required Knowledge and Skills

Knowledge of:

Methods and techniques related to professional human resources delivery. Generally accepted Human Resources principles and federal employment, benefits, insurance and safety laws, rules and regulations related to the work. Management-employee relations and the principles, practices, and procedures of human resources administration. Specific areas of job content, qualifications, education and training requirements of a wide variety of occupations; and wage and salary compensation and administration. Records management principles and practices. Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone. Principles and techniques of making effective oral presentations.

Skill in:

Researching and analyzing policy and other data to arrive at valid conclusions, recommendations, and plans of action. Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility. Managing projects. Training others in policies and procedures related to the work. Coaching others through complex, challenging, and emotional issues. Organizing own work, setting priorities and meeting critical deadlines. Preparing clear and concise reports, correspondence and other written materials. Using initiative and independent judgment within general policy guidelines. Contributing effectively to the accomplishment of team or work unit goals, objectives and activities. Establishing and maintaining effective working relationships with those contacted in the course of the work. Using tact, discretion and prudence in dealing with those contacted in the course of the work.

TO APPLY: Visit our website at www.jemezpuablo.org. Submit a completed tribal application to: Pueblo of Jemez, Attn: Human Resources Office, P.O. Box 100, Jemez Pueblo, New Mexico 87024, no later than 5:00 p.m. Indicate vacancy announcement number on the application. For further information or job inquiries contact the Human Resources Office at (575) 834-7359 or email address: HR@jemezpuablo.org

**** It is the policy of the PUEBLO OF JEMEZ to give preference to qualified Jemez Pueblo tribal members. ****

May 19, 2016 *mt*

Human Resources Department

P.O. Box 100 • Jemez Pueblo • New Mexico • 87024
(575) 834-7359 • Fax (575) 834-0604