



# KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities)

Job Opportunity#: KTJA-23-23	Opens: 11/17/2022	Duty Location: Carnegie, OK
Position Title: Director of Human Resource	Closes: 12/01/2022	
Salary Rate: \$26.44 to \$33.10 per hour	Position: Regular Full-time	
	Category: Exempt	

## JOB SUMMARY:

The Human Resource Director will plan, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the Kiowa Tribe's mission and talent strategy.

**Goal:** To hire qualified individuals in positions to ensure fair and effective leadership throughout all company departments. To ensure that all the Kiowa Tribe's HR policies meet compliance with federal rules and regulations.

**Reports To:** Executive Director

## HOW TO QUALIFY FOR THE JOB:

**Education:** Bachelor's Degree in Human Resource, Business Administration, or related field required; Master's Degree preferred but not required. Or a combination of education and at least three (3) years of human resource management experience required. SHRM-CP or SHRM-SCP preferred.

### Experience:

- Collaborates with senior leadership to understand the Kiowa Tribe's (KT) goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the KT human resource compliance and strategy needs.
- Develops and implements departmental budget.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of KT trends including review of reports and metrics from the organization human resource information systems (HRIS) or talent management system.
- Monitors and ensures the KT compliance with federal, state, and tribal employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Facilitates professional development, training, and certification activities for HR staff.
- Adheres to and follow all KT policies and procedures.
- Other duties may be assigned accordingly.

## EMPLOYEE BENEFITS AVAILABLE:

- Leave benefits, (14) paid holidays
- Medical, dental, and vision care benefits
- \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees
- 401k with 3% employer contribution into the Employee Savings Trust Plan, when you enroll

## WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma state driver's license and be insurable under the Kiowa Tribe's Driving Policy
- Must submit to and pass a pre-employment background check and pre-employment drug test
- Positions are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy and Federal DOT requirements.

**HOW TO APPLY:** Submit a Kiowa Tribe Application + Copy of valid Oklahoma state driver's license Copy of Indian Preference form 5-4432 OR valid federally-recognized Tribal I.D. College Transcripts OR Certificates of Completion (if required to qualify).

**Submit To E-mail:** [hr@kiowatribe.org](mailto:hr@kiowatribe.org)

**OR drop off at:** 100 Kiowa Way, Carnegie OK 73015

**Phone:** 580-654-6464

*Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.*