



JOB DESCRIPTION

POSITION: Human Resource Manager

POSTING DATE: 01.08.2020

LOCATION: Gaming Division

WAGE: \$50,000 (Negotiable based on experience)

CLOSING DATE: 01.22.2020

Reports directly to: Human Resources Executive Director

North Star Mohican Casino Resort Team Members are expected to greet and service our customers in a friendly, respectful manner and create a warm, fun atmosphere so that our customers feel welcome and enjoy visiting our establishment. North Star Mohican Casino Resort strives to provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES:

Performs highly responsible work in planning, organizing, and managing the day to day Human Resources program. Work involves the coordination of a broad program of human resources planning, reporting and service, in the areas of recruitment, organizational development, employee relations/performance management, engagement, and recordkeeping. This individual will assist in the execution of all internal communications to build internal awareness of organizational culture, values and advise on policy and procedures. This individual must be able to simultaneously manage, coordinate, and execute a number of complex internal projects and processes. Performs related duties as required.

STANDARD QUALIFICATIONS:

1. Must be able to obtain and maintain a Mohican Nation Gaming License.
2. Must maintain an acceptable departmental attendance record.
3. Must submit to a Criminal Investigation Background Check (CIB).
4. Must submit to and pass a pre-employment drug screening and health screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
5. Must be flexible with schedule to work all shifts, weekends and holidays.
6. Must be able to work with a variety of people with diverse personalities.
7. Must have a positive attitude and provide a teamwork structure within the department.
8. Must be willing to enhance self-development and be willing to adapt to change.
9. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
10. Must have demonstrated the ability to maintain a satisfactory working record in any prior and/or current employment.
11. Must be at least 18 years of age.

EDUCATIONAL REQUIREMENTS:

1. Bachelor's Degree in Human Resources, Business Management, or applicable related field plus three (3) years of work experience in Human Resources (compensation, recruitment, employee relations) is required.



DUTIES:

1. Directly manage the day-to-day activities of the Human Resource Department to ensure that recruitment, retention, and general HR practices are effective. Provide direct supervision to two Personnel Specialists positions.
2. Collaborate with the Training Supervisor to help departments continually improve employee job satisfaction and management effectiveness.
3. Ensure HR personnel understand their duties and responsibilities and have the resources available to carry them out.
4. Establish and evaluate performance measures for department activities.
5. Perform salary analysis to ensure data integrity, prior to submission to Executive HR Director for review; oversees and/or performs market analysis to determine internally consistent and externally competitive pay levels.
6. Review the development of job descriptions, compensation research, classification, and communication of compensation policies and procedures.
7. Assists in the process design, development and implementation of an internally consistent and externally competitive compensation program.
8. Coordinates, and monitors staff employee recruitment programs to ensure a qualified pool of applicants; ensures the timeliness and accuracy of all job postings.
9. Assist management with pre-screening of applicants for minimum qualification and adherence to the Stockbridge-Munsee Community Preference Policy.
10. Assists management in development of interview questions and facilitating interviews to ensure there are no discriminatory practices.
11. Assist casino management with work performance concerns by providing guidance on appropriate options, such as, win-win agreements, expectations contracts, coaching, mentoring, training, and progressive disciplinary actions.
12. Assist the Employee Relationship Representative or Executive HR Director with the grievance process if needed and assist with EAP employee referrals.
13. Work cooperatively with the Employee Relationship Representative to resolve employee complaints utilizing Employee Assistance Programming, one-on-one or team interviews, and meeting with management to constructively resolve the complaint.
14. Train, coach, and mentor casino management on how to implement corrective action and to set performance expectations.
15. Oversee all progressive discipline processes to ensure it is being applied accordingly.
16. Complete all necessary paperwork and referrals for positive drug testing and ensure employees are following up on the necessary EAP referrals.
17. Give input and work strategically with the Executive HR Director and Casino General Manager on organizational restructure plans and change initiatives.
18. Attend management meetings to ensure proper communication of department activities, in addition, disseminate and communicate casino updates to staff.
19. Review and approve all performance evaluations (30, 60, 90, 120-day and annual) and calculate merit increase based upon performance evaluations if applicable.
20. Complete and disseminate the Human Resource Monthly Report for hire, terminations, Indian Preference, and Uniform Inventory.
21. Complete timekeeping functions, such as Holiday and PTO uploads for all employees monthly and as needed. Correct PTO errors. Monitor uniform inventory for monthly financial reporting, ordering of new uniforms, and expensing old uniforms.



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22. Work with vendors for bidding of uniforms, completing and approving purchase orders, and approving invoices.
23. Oversee team member event planning (Holiday Party, Employee Picnic, Recognition Dinners).
24. Keep current on legislative and regulatory issues related to tribal entities that would influence personnel issues.
25. Work with internal and external auditors for annual 401(k) auditing/reporting and Department of Labor wage audits. Completing 401(k) loans for employees and faxing to the vendor.
26. Maintain communication with Mohican Nation Insurance to ensure proper coverage for eligible employees. Will be the contact person for all insurance inquiries.
27. Assist with the development of the department annual budget and implement cost control measures, as needed.
28. Ensure that management follows all policies and procedures related to any disciplinary action, transfers and terminations.
29. Must be reliable and prompt when reporting to work.
30. Must adhere to all established rules, regulations, procedures and policies of North Star Mohican Casino Resort and the Human Resource Department.
31. Must maintain compliance with all workplace policies, procedures, ordinances, laws and other communicated expectations, including but not limited to: Employment Manual, Gaming Ordinance, State Gaming Compact, Tribal Internal Controls, Departmental Procedures, memos or other communication from supervisory or regulatory personnel.
32. The above-mentioned duties and responsibilities are **NOT** an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based upon organizational needs and/or deemed necessary by the Executive HR Director or Casino General Manager.

QUALIFICATIONS:

1. Two (2) years previous HR management experience is required.
2. One (1) year experience in conflict resolution.
3. Previous experience with creative and active recruitment efforts including through social media and online.
4. Experience in writing and monitoring policies and procedures.
5. Analytical, investigative, report writing, and interviewing skills are essential.
6. Ability to demonstrate excellent verbal and written communication skills, including telephone, public speaking and individual counseling.
7. Knowledge of benefit programs such as medical, dental, vision, 401(k), EAP, and worker's compensation, etc. required.
8. Must exhibit behavior that is consistent with maintaining a positive work environment and promoting excellent service to internal and external guests on a continual basis.
9. Must be eligible for coverage under the employer's liability insurance.
10. Must be able to meet physical requirements of position.
11. Must abide by departmental and organizational safety, testing, and uniform guidelines.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, stand, walk, talk, hear, use hands, reach with hands and arms.
2. Occasionally climb, balance, stoop, kneel, crouch, bend, reach above shoulder level, push/pull, crawl and lift and/or move up to twenty-five (25) pounds with assistance.

W12180 County Road A • Bowler, WI 54416

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www.northstarcasinoresort.com



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3. Work is generally performed in an office setting and occasionally in a casino setting with a higher noise level and where cigarette smoke is prevalent.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision and depth perception and the ability to adjust and focus, with the aid of prescription glasses/contacts, if needed.
5. Travel may be required for training, meetings, conferences, presentations, and other events.
6. Work environment requires excellent personal hygiene due to working near others.
7. Work environment is **NOT** smoke, noise, or dust free.

SUBMIT APPLICATION & RESUME TO:

Human Resource Department

North Star Mohican Casino Resort

W12180 County Road A

Bowler, WI 54416 or Email completed application to: jobs@northstarcasinoresort.com

Or Fax completed application to (715)787-4113

THE STOCKBRIDGE-MUNSEE COMMUNITY OPERATES AS AN EQUAL OPPORTUNITY EMPLOYER, EXCEPT INDIAN PREFERENCE IS GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT PREFERENCE ORDINANCE.

WE ARE A DRUG FREE EMPLOYER. CANDIDATES MUST PASS A DRUG SCREEN & REMAIN DRUG FREE

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

Revised Position: 1/7/20

Tribal Council Approved: 9-19-17