



# Stockbridge-Munsee Community

Department of Human Resources  
PO Box 70  
Bowler, WI 54416

Telephone: (715)793-4375  
FAX: (715)253-2432  
Email: melissa.penass@mohican-nsn.gov

Position: Executive Director of Gaming Human Resources  
Location: Casino Resort  
Salary: Negotiable Exempt

Posting Date: 6/1/2022  
Closing Date: Until Filled  
Pay Grade: 9

Supervised by/Reports to: Tribal Council for Stockbridge-Munsee Community

**Every employee of the Stockbridge Munsee Community is expected to present themselves in a professional manner to customers, visitors and as well as co-workers. The Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.**

## Position Summary

The Executive Director of Gaming Human Resources is responsible for the management of all human resource functions and staffing at the North Star Mohican Casino Human Resource Department. The Director of Human Resource is responsible for the organizational development, training, compensation, performance management, employee relations, recruitment and retention, and compliance with all applicable Tribal, Federal, State and local laws.

## Essential Duties and Responsibilities

1. Responsible for the organization and supervision of the North Star Mohican Casino Human Resources and Staff
2. Establishes good relations with all levels of employees through consultation regarding organizational, job related issues, Tribal policies and procedures, performance standards, human resource practices and conflict resolution.
3. Maintain compensation structure and review annually for industries' and regional competitiveness to assure effective recruitment and retaining of employees.
4. Will create and periodically review the effectiveness of internal employee performance system(s) to ensure reviews of employee's performances are consistent with policy and approved processes.
5. Serve as a successful participant on the executive management team that provides leadership and direction.
6. Investigates, analyzes and formulates methods for handling performance evaluation programs, including job descriptions, salary surveys and position re-classifications.
7. Will review internal Employee Assistance Program, Random and Pre-Employment Program, Employee Covid Vaccination Mandate, and Employee Covid Testing for effectiveness and compliance. Will revise to meet industry needs and Tribal Ordinances.
8. Responsible to develop employee manuals to meet the needs of the North Star Mohican Casino. Will also update and revise as deemed necessary.

9. Assist in the development of Human Resources policies and procedures, ensuring applicability to Tribal and industry specific regulations.
10. Oversees workers compensation, safety, unemployment insurance programs, and claims.
11. Coordinates 401k, deferred compensation, and similar retirement benefits with employees, the 401k committee and 3<sup>rd</sup> party vendors.
12. Acts as Casino liaison with government agencies in areas of employment regulatory compliance, with the coordination with the casino resort general manager, Tribal legal department, and represents the Tribe in hearings or other proceedings related to unemployment and workers compensation when necessary.
13. Compiles data, prepares and distributes periodic management reports relating to human resources.
14. Will coordinate with other executive management and operations managers. Will utilize internal/external resources to provide employee training, development and retention needs and services.
15. Will stay current with all legislative laws and trends regarding FMLA, OSHA, health benefits and mediation.
16. Will work with the Occupation Health Department to ensure that Tribal standards are met and maintained.
17. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
18. Must adhere to Tribal law, Tribal Gaming Ordinances, and other applicable laws as well as Tribal personnel policies and procedures.
19. The above 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 on organizational needs and/or deemed necessary by the supervisor.

## Qualifications

1. Bachelor's Degree in Human Resource Management, or related field is required with 5 years of leadership experience at decision-level management is required.
2. Minimum of 4 years of experience as Human Resource Manager/Director of an organization with at least 400 employees required.
3. Demonstrated ability to lead and develop Human Resource staff members to include excellent interpersonal and coaching skills.
4. Previous Gaming and Tribal government experience is desirable.
5. Specialized training in employment law, compensation, organizational planning, organization development, policy writing, employee relations, safety, training, and preventive labor relation preferred.
6. Demonstrated 401K investing knowledge, previous 401K audit and 5500 filing experience.
7. Broad knowledge and experience in employment law, compensation, organizational planning, organization development, employee relations, safety, and training and development.
8. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
9. Prefer membership in SHRM.
10. Thorough knowledge of ethical guidelines applicable to the positions as outlined by professional standards and or federal, state and local laws, rules and regulations.
11. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
12. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or Tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
13. **Demonstrated project and time management skills.**
14. **Knowledge of computers to perform necessary tasks with common office and Human Resources programs.**

## Special Requirements

1. **Must be reliable and prompt when reporting to work**
2. **Must submit to and pass a pre-employment drug and health screening.**
3. **Must be fully vaccinated against COVID 19 and remain up to date with required doses.**
4. Must be able to obtain and maintain a Mohican Nation Gaming License.
5. Must be at least 18 years of age, unless otherwise stated on job description.
6. Must maintain an acceptable departmental attendance record.
7. Must be able to work weekends, nights and holidays.
8. Excellent oral and written communications skills.

**The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.**

New Position:

Revised Position: 2/26/2022

Tribal Council Approved: 2/26/2022