

## WINSLOW RESIDENTIAL HALL, INC.

## POSITION DESCRIPTION

**TITLE:** *Human Resources Technician & Accounts Payable*  
**Schedule Terms:** 12 Months  
**Salary Classification:** Non-Exempt

**Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).**

**GENERAL STATEMENT OF RESPONSIBILITIES:** Under the direct supervision of the Homeliving Supervisor and performs a wide variety of complex technical, clerical and administrative activities, including recruitment, selection, evaluation, and process separation of employees and direct the employee relations program. Maintains records of employee status, insurance and benefit programs, maintains leave program, and staff development. The Human Resources Technician/AP is responsible for performing a full range of duties and responsibilities with minimal supervision and instruction and a high degree of confidentiality.

### QUALIFICATIONS

#### EDUCATION, TRAINING & EXPERIENCE:

- **At least 60 post-secondary semester hours or an Associate of Arts degree in Personnel Management, Human Resources Management, or other personnel related field;**
- Two (2) years' related work experience, preferably in a school or residential setting;
- Must be computer literate;
- Must be able to read and interpret financial data;
- Must be high level of organizational and planning skills;
- Must have effective communication skills;
- Successful completion of all background checks (Federal, State and Navajo Nation/Local);
- Must be knowledgeable and familiar with Native languages, cultures, customs and traditions;
- Valid Arizona driver's license.

#### DUTIES AND RESPONSIBILITIES:

- Working knowledge and full compliance with (1) all WRHI policies, procedures, and federal regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this position description;
- Maintain good and timely attendance;
- Exercise sound judgment and discretion with respect to any matter not specifically addressed by WRHI's policies, procedures, and regulations and/or this position description;
- Highly motivated with excellent verbal and written communications skills;
- Communicate openly, effectively, professionally, and respectfully with co-workers and others;
- Coordinate the recruitment, hiring and screening process of new employees;
- Complete and submit employee's GSA form 3607;
- Perform background checks;
- Complete employee (random) drug testing;
- Conduct orientation and processing of new employees;
- Prepare recommendations regarding salary and benefits eligibility;
- Maintain and update all personnel files;
- Compile and submit reports to the state, federal and Navajo Nation as required;
- Coordinate performance evaluations by supervisory staff;

- Assist in complying with Navajo Preference in Employment Act (NPEA) in all hiring and personnel;
- Handle sensitive and confidential information;
- Verify personnel action documents related to employee status changes and payroll;
- Ensures accurate pay rates are provided to the Business Manager for data input into the payroll program for accurate payment of employee pay;
- Maintains accurate leave balances for all employees;
- Manage grievances;
- Respond to unemployment claims in a timely and accurate manner;
- Compose documents (e.g. correspondence, bulletins, reports, etc.) for the purpose of communicating information to staff;
- Review insurance plans;
- Provide or arrange for employee training, make arrangements for conferences, travel, trainings and meetings;
- Conducts appropriate staff development on background investigations and child abuse reporting requirements of the Bureau of Indian Education (BIE);
- Serves as the adjudicating official for all findings on background investigation results;
- Process recommendations for the discipline and/or termination of employees;
- Participate in professional development training and in-service programs as required;
- Advise the Homeliving Supervisor, and other administrators in personnel matters;
- Prepare and submit regular monthly reports to the Homeliving Supervisor and the Board;
- Maintain the organization's website;
- Knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Knowledge of the federal travel regulations for purposes of calculating accurate travel expenses;
- Knowledge of P.L. 101-630, **Indian Child Protection and Family Violence Prevention Act**;
- Knowledge of P.L. 101-647, **Crime Control Act of 1990**;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

**PHYSICAL REQUIREMENTS:** Must submit to a physical examination from a licensed physician for each contract year. Must be able to work in a sitting position for long periods of time (up to 8 hours).

**EVALUATION PROCEDURE:** In accordance with provisions specified in personnel policy and procedure.

**SUPERVISION RECEIVED:** Homeliving Supervisor.

**SUPERVISION GIVEN:** None.

### **CERTIFICATION**

I have read and understand the foregoing position description. I had an opportunity to ask questions with regard to any and all statements contained in the position description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the position description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or Winslow Residential Hall, Inc., policies, and may result in non-hiring and/or termination.

**REVIEWED BY:** \_\_\_\_\_  
Human Resources Technician

**DATE:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_  
Homeliving Supervisor

**DATE:** \_\_\_\_\_