

Five Sandoval Indian Pueblos

Position Classification and Description



Position Title: Human Resources Manager
Classification: Exempt
Department: Administration
Supervisor: Executive Director
Grade: E5

Position Summary

The Human Resources Manager is responsible for administering and supporting the organization's human resources functions, including employee relations, policy administration, recruitment, and compliance. This role ensures the consistent application of personnel policies and employment practices while supporting supervisors and leadership in maintaining a professional, respectful, and compliant workplace.

Essential Duties & Responsibilities

- Administers and interprets personnel policies, procedures, and employment practices in alignment with organizational standards and applicable laws.
- Serves as a resource to leadership and supervisors on employee relations matters, performance management, and corrective action processes.
- Supports recruitment, hiring, onboarding, and separation processes, ensuring documentation and procedures are completed accurately and timely.
- Coordinates employee benefits administration, including enrollment, changes, and employee communication, and serves as a liaison with benefits providers.
- Assists leadership with compensation-related activities, including position classification support, market data coordination, and documentation related to salary and wage adjustments.
- Provides administrative support for workforce planning, staffing analysis, and organizational structure reviews as requested by executive leadership.
- Maintains confidential personnel records and ensures proper handling of sensitive employee information.
- Assists in the coordination of performance evaluations, disciplinary documentation, and employee development processes.
- Supports the organization's compliance with federal, state, and local employment laws and regulations.
- Coordinates HR-related training and provides guidance to supervisors on policy implementation and documentation expectations.
- Responds to employee inquiries regarding personnel policies, benefits, leave, and workplace procedures.
- Performs other related duties as assigned by the Executive Director.

Qualifications

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or a related field preferred.
- Minimum of four (4) years of progressively responsible human resources experience.
- Experience working in a multi-program, regulated, or grant-funded environment preferred.

Knowledge, Skills, Certifications and Abilities:

- Working knowledge of employment laws, benefits administration, and HR best practices.
- Ability to apply policies consistently and objectively.
- Strong documentation, organizational, and communication skills.
- Ability to handle sensitive matters with discretion and professionalism.
- Ability to work collaboratively with leadership, supervisors, and staff.
- Strong judgment and attention to detail.

Working Conditions

Office-based position with standard business hours. Occasional travel between organizational sites may be required.