



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 08/12/2016	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: HUMAN RESOURCE SPECIALIST			
Pay Grade HG 9	Salary Range \$28,308-36,940	Classification Hourly	
Department: CMN STAFF	Location: Okmulgee	Location Code: 45	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Perform a variety of duties in the Human Resources (HR) office relating to employment of staff and faculty, operation of the HR Information System (HRIS) and serve as back-up for other Business Affairs department staff as needed.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Initiate and process all personnel actions for staff and faculty employees to include, but not limited to, hires, terminations, leaves, upgrades, promotions, and changes to demographic data. Initiate actions and correspond with staff and faculty regarding such activities as changes in employee status, changes in wages, leave requests, flex or comp time, and changes in work schedules. 2. Process verifications of employment in a timely and accurate manner. 3. Provide new hire orientation that provides a full understanding of the College's wage and benefit package, HR and College policies and procedures, as well as the history, philosophy, and future direction of the institution. Ensure completeness and accuracy of all forms. 4. Update and verify paper record and Paycom HRIS for any actions affecting the employment of all faculty and staff. 5. Coordinate the processes associated with the annual employee evaluation program, including, but not limited to; organizing and disseminating evaluation materials, monitoring returned evaluations, checking for completion, informing the Director of unfavorable employee ratings, and updating job descriptions. 6. Assist in the maintenance of the applicant database; process correspondence and respond to inquiries pertaining thereto; including responding to emails. 7. Participate in the training and supervision of student workers and temporary help staff. 8. Prioritize work so that all required deadlines are met; responsible for the upkeep and storage of all HR records and files. 9. Review tuition waiver billing to ensure accuracy of billing and eligibility. 10. Maintain and update HR wage and classification policies and



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	<p>procedures and job descriptions as needed.</p> <p>11. Ensure confidentiality of all office transactions, files and reports.</p> <p>12. Assist in all department activities such as training sessions, award ceremonies, etc.</p> <p>13. Assist MCN benefits office with Worker's Compensation, Unemployment benefits, FMLA, 401K, Career Development, Health Insurance, and any other benefits as needed.</p> <p>14. Process HR reports, manuals, contracts, and policy statements, etc.</p> <p>15. Verify employee benefits transactions with the Nation's benefits office; resolve discrepancies, and follow up to verify that corrections have been made.</p> <p>16. Maintain exemplary customer service with applicants, other agency officials and the general public and co-workers.</p> <p>17. Remain current in college, tribal and federal policies and procedures and laws regarding your field.</p> <p>18. Ability to work with a minimum of supervision.</p> <p>19. Other duties as assigned.</p>
<p>Minimum Requirements:</p>	<p>Associate Degree with two years' experience in an HR office. Basic knowledge of Microsoft Office and a HR information system. Computer literacy is essential.</p>
<p>Preferred Requirements:</p>	<p>Bachelor's degree with a business-related emphasis and evidence of working in a college setting. Exemplary oral communication, interpersonal and organizational skills. Knowledge and proficiency in using Microsoft Excel, Word and PowerPoint.</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>
<p>Please list any additional licenses required:</p>	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.



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- Quantity:** Completes work in timely manner.
 - Safety and Security:** Observes safety and security procedures.
 - Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
 - Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles
- Outside weather conditions
- Toxic or caustic chemicals
- Risk of electrical shock
- Vibration
- Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.