

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: www.cskt.org
E-mail: cory.clairmont@cskt.org**

*****VACANCY ANNOUNCEMENT*****

TITLE: Personnel Management Specialist

LOCATION: Tribal Personnel Office - Pablo

SALARY: \$22.98 to \$26.41 per hour including benefits

CLOSING DATE: Thursday, May 30, 2024 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

Duties:

- Reviews applications for vacancies and screens them for qualifications according to the position description. Documents screening process with written notes and/or rating forms. Justifies selection of applicants to be interviewed. Responds to inquiries regarding the screening process to applicants and hiring departments.
- At the department's request, may research vacancy files for questions previously used in vacancy file and review final questions previously used in vacancy file and review final questions to determine legality of interview questions.
- Monitors employment interviews to ensure legality and fairness. Documents the interview process with written notes and/or rating forms and provides information to interviewees concerning pay, benefits, and personnel policies. May administer some form of test to determine candidates suitability for position.
- May conduct pre-qualifying reference checks, previous employment and character reference checks.
- Is responsible for interpretation and implementation of Tribal Ordinance 69-D, in the filling of all vacancies. Works closely with managers, supervisors, and employees regarding strict adherence to regulations, law, and policy concerning staffing functions within the Tribal system. Responsible for providing on-going technical assistance to designated departments to ensure compliance with Ordinance 69-D.
- Receives requests for position classification. Classifies according to Confederated Salish & Kootenai Tribal Position Classification Manual. Explains and interprets classification, position management and wage administration in their application to managers, supervisors and employees. If information is insufficient or contradictory, the request is returned to the supervisor to request additional information or new position description before beginning evaluation.
- Maintains hard copy files on all new and reclassified positions for designated department.
- Responsible for processing personnel action forms on a daily basis for designated departments.
- Develops vacancy announcements for designated departments and ensures that vacancy announcement is published in appropriate newspaper, journal, etc. that are requested by the Department.
- Explains policies and procedures to designated departments.

- Monitors temporary employment agreements and/or employment agreements. Guarantees signature of Tribal Department Head. Maintains database and assigns agreement numbers to each contract. Records pertinent information on database with date of contract, date received and date returned to department.
- Advise employees of classification, grievance/appeals procedures and follow-up with managers and supervisors on classification, grievance/appeals procedures.
- Conducts salary surveys for single positions or occupations, and as required, on a larger scale which covers several position and occupations. Follow accepted principles and methods in gathering, analyzing and reporting survey data. Responds to other jurisdictions' request for salary and benefit information.
- Assists Lead Personnel Management Specialist/Employee Benefits Supervisor and/or Personnel Department Head in formulating or revising policies and procedures when applicable.
- Will deliver the highest level of responsive, courteous and effective customer service. Will respond to departmental and organizational requests in a timely manner sharing clear expectations.
- The above is not all-inclusive and other related duties may be assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- An Associate of Arts degree in Business Management and a minimum of two (2) years of experience in personnel management or any equivalent combination of training and experience which included recruitment, staffing, position management, and employee relations. Maintains the highest level of confidentiality.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Knowledge of current Personnel Ordinance in order to provide information and assistance to other employees, supervisors and the general public.
- Knowledge of Confederated Salish & Kootenai Tribes Performance Planning and Review System.
- Skill in operating computers for data entry and word processing.
- Must have the ability to organize and perform a variety of personnel management functions while exercising considerable independent judgement.
- Must have ability to establish and maintain effective working relationships with other employees, other organizations, and the general public.
- Must have the ability to communicate effectively verbally and in writing.
- Must have the ability to analyze moderately complex data and draw conclusions from it.
- Must have the ability to act with tact and diplomacy while dealing with a variety of people in a variety of situations.
- Ability to maintain strict confidentiality.

SUBMIT

1. Completed Tribal employment application.
2. Copy of relevant academic transcript/training certificates.
3. Proof of enrollment from a federally recognized Tribe if other than CSKT.
4. If claiming veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1259/1040 or personnel@cskt.org.

FOR MORE INFORMATION: Melanie Piedalue, Lead Personnel Specialist – (406) 675-2700 Ext. #1295