

## POSITION DESCRIPTION

**POSITION:** Casino Human Resource Manager  
**LOCATION:** Mohican North Star Casino and Resort  
**SALARY:** \$ Salaried Negotiable  
Reports to: Exec Dir HR

**POSTING DATE:** 11-23-16  
**CLOSING DATE:** 12-8-16  
**PAYGRADE:** 6

**GENERAL RESPONSIBILITIES:** North Star Mohican Casino Resort Team Members are expected to greet and service our customers in a friendly, respectful manner and create a warm, fun atmosphere so that our customers feel welcome and enjoy visiting our establishment. North Star Mohican Casino Resort strives to provide a positive team environment where everyone contributes.

### DUTIES:

1. Must attend all training provided by North Star Mohican Casino Resort.
2. Must adhere to all established rules, regulations, procedures, and policies of North Star Mohican Casino Resort and the Human Resource Department.
3. Must participate in employee random drug testing program.
4. Must be able to work with a variety of people with diverse personalities.
5. Must dress professionally.
6. Must be reliable and prompt when reporting to work.
7. Must maintain compliance with all workplace policies, procedures, ordinances, laws and other communicated expectations, including but not limited to: Employment Manual, gaming Ordinance, State Gaming Compact, Minimum Internal Controls, Department Procedures, memos and other communication from supervisory or regulatory personnel.
8. Directly supervise the day to day activities of the Human Resource Department to ensure personnel understand their duties and responsibilities and have the resources available to carry them out. Establish and evaluate performance measures for department activities.
9. Ensure all personnel adhere to all established SMC Ordinances and Employee Manual policies and procedures.
10. Perform salary analysis to ensure data integrity, prior to submission to Executive HR Director for review; oversees and/or performs market analysis to determine internally consistent and externally competitive pay levels.
11. Review the development of job descriptions, compensation research, classification, and communication of compensation policies and procedures.
12. Assists in the process design, development and implementation of an internally consistent and externally competitive compensation program.
13. Coordinates, and monitors staff employee recruitment programs to ensure a qualified pool of applicants; ensures the timeliness and accuracy of all job postings.
14. Assists management with pre-screening of applicants for minimum qualification and adherence to the Stockbridge-Munsee Community Preference Policy.
15. Assists management in development of interview questions and facilitating interviews to ensure there are no discriminatory practices or questions.

16. Assist property management with work performance concerns by advising on corrective action options, such as, win-win agreements, expectations contracts, coaching, mentoring, training, and progressive disciplinary actions.
17. Assist and give input to the Employee Representative with the grievance process if needed and assist with client/employee referrals for grievances so that timelines are met.
18. Work cooperatively with the Employee Representative to resolve employee complaints, utilizing Employee Assistance Programming, one-on-one or team interviews, and meeting with management to constructively resolve the complaint.
19. Investigate and give recommendation for corrective action to immediate supervisors for all harassment complaints, to include, sexual harassment complaints.
20. Train, coach, and mentor casino management on how to implement corrective action and to set performance expectations.
21. Monitor the that progressive discipline is being applied accordingly.
22. Perform Exit Interviews for all separations.
23. Complete all necessary paperwork and referrals for positive random drug testing and ensure employees are following up on the necessary EAP referrals.
24. Give input and work strategically with the HR Executive Director and the Casino General Manager on organizational restructure plans and change initiatives.
25. Attend management meetings to ensure proper communication of department activities, in addition, disseminate and communicate casino updates to staff.
26. Review and approve all performance evaluations (30, 60, 90, 120-day and annual) and calculate merit increase based upon performance evaluations if applicable.
27. Complete and disseminate the Human Resource Monthly Report for hire, terminations, Indian Preference, and Uniform Inventory.
28. Complete timekeeping functions, such as Holiday and PTO uploads for all employees monthly and as needed. Correct PTO errors. Monitor uniform inventory for monthly financial reporting, ordering of new uniforms, and expensing old uniforms.
29. Work with vendors for bidding of uniforms, completing and approving purchase orders, and approving invoices.
30. Oversee team member event planning (Christmas party, summer party, 20-year dinner).
31. Keep current on legislative and regulatory issues related to tribal entities that would have an effect on personnel issues.
32. Work with internal and external auditors for annual 401K auditing/reporting and Department of Labor wage audits. Completing 401K loans for employees and faxing to the vendor.
33. Organize and implement training to improve individual work performance of all staff.
34. Provide input to Employee Relations Representative on personnel matters.
35. Maintain communication with Mohican Nation Insurance to ensure proper coverage for eligible employees. Will be the contact person for all insurance inquiries.
36. Develop and monitor the department annual budget and implement cost control measures, as needed.

37. Ensure that management follows all policies and procedures related to any disciplinary action, transfers and terminations.
38. Must maintain an acceptable departmental attendance record.
39. Must be reliable and prompt when reporting to work.
40. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
41. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
42. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
43. 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 Resources, Business Management or closely related field plus three (3) years work experience in human resources (compensation, hiring, employment, employee relations) required; an equivalent combination of education and experience may be considered.
2. One (1) year in a supervisor capacity.
3. One (1) year experience in conflict resolution.
4. Experience in writing and monitoring policies and procedures.
5. Analytical, investigative, report writing and interviewing skills are essential.
6. Ability to demonstrate excellent verbal and written communication skills, including telephone, public speaking and individual counseling.
7. Knowledge of benefit programs such as medical, dental, vision, 401(k), EAP, and worker's compensation, etc. preferred.
8. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
9. Certification from Society for Human Resource Management (SHRM) as a Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP); or World at Work for Certified Compensation Professional (CCP) is required within two (2) years of employment.
10. Must be able to obtain and maintain a Mohican Nation Gaming License.
11. Must submit to a Criminal Investigation Background Check (CIB).
12. Must maintain an acceptable departmental attendance record.
13. Must submit to and pass a pre-employment drug screening and health screening.
14. Must be able to work weekends, nights and holidays.
15. Must be willing to attend all applicable training.

16. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must be eligible for coverage under the employer's liability insurance.
18. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
19. Must be able to meet physical requirements of position.
20. 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.
21. Must abide by departmental and organizational safety, testing, and uniform guidelines.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently sit, stand, walk, talk, hear, use hands, reach with hands and arms.
2. Occasionally climb, balance, stoop, kneel, crouch, bend, reach above shoulder level, push/pull, crawl and lift and/or move up to twenty-five (25) pounds with assistance.
3. Work is generally performed in an office setting and occasionally in a casino setting with a higher noise level and where cigarette smoke is prevalent.
4. Evening and/or weekend work may be required. There is frequent interaction with the team members and patrons.
5. Travel may be required for training, meetings, conferences, presentations, and other events.
6. Work environment is NOT smoke, noise, or dust free.

**Note: Applicant must include resume with employment application.**

SUBMIT APPLICATION TO:

Human Resource Department  
P.O Box 70  
N8705 Moh He Con Nuck Rd  
Bowler, WI 54416

**WE ARE A DRUG FREE EMPLOYER.**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE.**

**The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment. Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

New Position:

Tribal Council Approved:

Revised Position:

Tribal Council Approved:

**Apply online at:**  
**[www.mohican-nsn.gov](http://www.mohican-nsn.gov)**