

Senior Human Resources Generalist

Posted: February 6, 2025

Full Time

Location: Saint Michaels, AZ

Job Details - Closing Date: Open Until Filled

****Applicant must have a valid, unrestricted insurable Driver's License****

****Application, Resume, and References are required****

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Responsible for recruiting, pre-employment data, onboarding new hires, training and development, compensation & benefits, performance management, retention strategies, and labor relations.
- Responsible for compliance with Federal, State reporting requirements.
- Assist managers and supervisors with employee relations activities to ensure compliance with applicable company policies and procedures and Navajo Nation, State and Federal regulations (e.g. NPEA, EEO, ADA, FMLA, and Wage & Hour regulations).
- Conduct investigations and fact finding on employee relations issues, violation of company policies, gathering and analyzing evidence and timely resolution of problems through application of relevant laws/policies/and best practices.
- Assist in implementation of HR Policies, procedures, strategies, and programs to ensure operational consistency.
- Assist in improvement of the strategic plan, corporate value statements, and other policies, procedures, and practices related to human resources, insurance programs, health, safety & environmental, facilities & security, and community & public relations.
- Maintains knowledge of industry trends and employment legislation and ensures company's compliance with tribal, state and Federal employment legislation.
- Assist with identifying and implementing succession planning needs for business unit supervisors.
- Assists and advises management on Human Resources issues, career development plans, and other business objectives for human resources.
- Assists the company-wide health, safety & environmental department; evaluates and recommends safety, health & environmental programs, understands and complies with regulatory matters and ensures the department is effective.
- Assists and coordinates the company-wide risk management and insurance for property, general liability, D&O liability, auto liability, etc.
- Work with cross functional teams in creating an understanding climate of expectation and enforcement of company policies.
- Participates in various committees and special/community projects and seeks additional responsibilities.
- Provides leadership to support the company's growth in the areas of human resources, health, safety & environment, facilities and security and community and public relations.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Must have 10 years of progressive experience in human resources leadership and management with at least 5 years of executive level industry experience; experience in oil and gas industry is preferred.

Education:

- Bachelor's degree in Human Resources or related field and a minimum of 6 years HR management experience. Master's degree preferred.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Bilingual capabilities in English and Navajo preferred.
- Demonstrate ability to acquire talented employees
- Demonstrate experience on developing, training, and working with teams
- Ability to develop long-term plans and programs and to evaluate work accomplishments.
- Ability to establish and maintain effective relationships with management, staff and the general public.
- Ability to present facts and recommendations effectively in oral and written form.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Knowledge of applicable tribal, state, and Federal employment laws and regulations.
- Ability to manage and expedite multiple tasks and priorities.
- Ability to maintain confidentiality.
- Effective organizational and leadership skills.