

KEWEENAW BAY INDIAN COMMUNITY

**Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540**

2025 TRIBAL COUNCIL

ROBERT "R.D." CURTIS, JR., President
EVERETT EKDAHL, JR., Vice President
SAM LOONSFOT, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

DOREEN G. BLAKER
SUE ELLEN "SUZIE" ELMBLAD
DALE F. GOODREAU
JEREMY T. HEBERT
RODNEY LOONSFOT
TONY LOONSFOT
TONI J. MINTON

PERSONNEL SPECIALIST

One (1) Full-time, Non-exempt position

**ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING
DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT**

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Cover Letter
- College transcripts
- Copy of Valid Driver's License
- Minimum of three (3) professional Letters of Recommendation
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services
- If you are American Indian, you must attach a copy of tribal enrollment or proof of direct descent
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4175 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

PERSONNEL SPECIALIST

One (1) Full-time, Non-exempt position

LOCATION:

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan

SUPERVISORY CONTROL:

Personnel Director

SALARY:

Grade 9 (minimum starting wage \$21.33/hour)

QUALIFICATIONS:

- Bachelor's degree in Human Resources Management, Business, or a related field required. Must have at least one year of full-time work experience performing human resource or administrative functions with increasing responsibility.

OR

Associate's degree in Human Resources Management, Business, or a related field is required. Must have at least three years of full-time work experience performing human resource or administrative functions with increasing responsibility.

OR

High School Diploma and six (6) years' work experience in performing human resource or administrative functions with increasing responsibility.

- Must be proficient and experienced in basic Microsoft Office programs: Word, Excel, Access, PowerPoint, Adobe, and Social Media platforms.
- Must be able to read, analyze, and interpret employer and employee documents, releases, and other employment-related information.
- Familiarity with HRIS packages is preferred.
- Must be able to obtain a Notary Public.
- Must have knowledge and understanding of Employment Law and be familiar with state, tribal, and federal regulations in regard to employment.
- Must have knowledge of principles and procedures for personnel recruitment, selection, placement, training, compensation and benefits administration, and personnel information systems.
- Must have excellent written and verbal communication skills, problem-solving skills, and attention to detail.
- Must have good interpersonal skills, be courteous and friendly, and work well with people.
- Must be able to follow oral and written directions.

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- Must have the ability to work independently.
- Must maintain strict confidentiality.
- Must have valid, unrestricted Michigan driver's license, and be insurable to operate KBIC fleet vehicles.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Compiles employee information such as but not limited to personal data, compensation, benefits, performance reviews and evaluations, hiring and termination details as necessary and inputs all information into the HR system.
2. Examine employee files to answer inquiries and provide information to authorized persons.
3. Will be required to assist with the administration of new employee orientation, provide ongoing education for staff, determine and create an annual training calendar, and design materials or presentations if required.
4. Provides advice, interpretation, and counsel to staff on compensation policy, procedures, and issues.
5. Ability to contact, work with, and schedule appointments and interviews with job applicants.
6. Must comply with §107(C) of the Tribal Employment Rights Ordinance (TERO) and work closely with the TERO Office.
7. Will be responsible for managing social media posts for the department. This includes but is not limited to creating job advertisements and placing them in appropriate channels. Establish contacts with high schools, colleges, local associations, and employment agencies to participate in job fairs and career days to source potential candidates and promote KBIC employment opportunities.
8. Ensures eligible employees complete health, life, disability, and retirement plans which include enrollment, recordkeeping, research, required filings, and the resolution of complex problems.
9. Coordinates and manages the new hire process with departments, addressing any employment/new hire issues to ensure maximum efficiency.
10. Maintains and updates all employment websites for job listings (Indeed, Michigan Works, etc.).
11. Compiles data and completes applicant pool reports from closed positions.
12. Assist in the completion and processing of employee status forms.
13. Contact all employees for mandatory attendance at required meetings (i.e. benefit and 401K enrollment, etc.).

14. Helps with the Employee Assistance Program (EAP); promoting its utilization and working with management to assist employees in need of accessing services or mandatory referrals.
15. Assists with completing exit interviews and analyzing data to assist in understanding KBIC employment trends.
16. Will be responsible for and assist with all general office needs that include but are not limited to office correspondence, filing, invoice processing, preparation of purchase requests, and ordering of departmental supplies.
17. Will be required to travel, for training and job required duties.
18. All other duties as requested by the supervisor.

This position announcement summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

Distribution Date: February 23, 2026

Closing Date: March 10, 2026 at 4:00 pm

TERO Approval: <u>Debrah Puccio</u> Reviewed for barriers only! Date: <u>2/23/26</u>
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