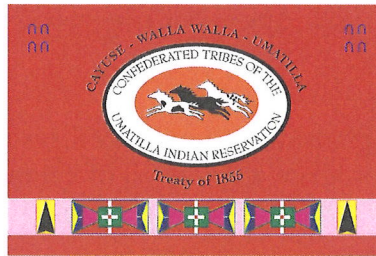


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



READVERTISED

Updated salary

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Human Resources Information System (HRIS) Specialist

SALARY: Pay Range: 8
\$56,239.20 to \$65,573.52 annual DOE/DOQ

DEPARTMENT: Administration, Office of Human Resources

LOCATION: Position located at Nixyaawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation.

EMPLOYMENT STATUS: Full Time with benefits package
Exempt

SUPERVISED BY: Human Resources Business Partner

OPENING DATE: August 22, 2024

CLOSING DATE: Open until filled with first review August 29, 2024

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The primary focus of the HRIS Specialist is the support and maintenance of the Human Resource Information System (HRIS) in addition to other systems supported and in use by the Human Resources team. This individual serves as a technical point-of-contact for assigned functional areas and assists subject matter experts with ensuring data integrity, testing of system changes, report writing and analyzing data flows for process

improvement opportunities. The HRIS Specialist also supports HRIS upgrades, patches, testing and other technical projects as assigned and provides a wide variety of management reports based on data, using PeopleTrak and other query tools.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

System Maintenance (Percent of time: 5%)

Assist in the review, testing and implementation of HRMS system upgrades or patches. Collaborate with functional and technical staff to coordinate application of upgrade or fix. Maintain HRMS system tables. Document process and results.

Production Support (Percent of time: 15%)

Provide support for HRMS including, but not limited to, researching, and resolving HRMS problems, unexpected results, or process flaws; perform scheduled activities; recommend solutions or alternate methods to meet requirements.

Projects/Process Improvement (Percent of time: 15%)

Recommend process/customer service improvements, innovative solutions, policy changes and/or major variations from established policy that must be approved by appropriate leadership prior to implementation. Serve as a key liaison with third parties and other stakeholders (e.g. payroll). Use project management skills in managing projects. May provide overall project management for a given HR initiative.

Records Maintenance (Percent of time: 40%)

Coordination of development of procedures and processes to ensure proper personnel file maintenance and accuracy. Much of the time will also be devoted to the accurate maintenance of all personnel files ensuring that files are maintained in proper format and confidentiality.

Reports/Queries (Percent of time: 15%)

Write, maintain, and support a variety of reports or queries utilizing appropriate reporting tools. Assist in development of standard reports for ongoing customer needs. Help maintain data integrity in systems by running queries and analyzing data.

Training (Percent of time: 5%)

Develop user procedures, guidelines, and documentation. Train clients on new processes/functionality. Train new system users.

Individual Development (Percent of time: 5%)

Maintain awareness of current trends in HRMS with a focus on product and service development, delivery, and support, and applying key technologies. Examine trends in information systems training, materials, and techniques. Through classes, reading, CBTs or other mechanisms, continuously increase both HR knowledge and HRIS application/tools knowledge. Participate in user group meetings/conferences.

Other Assignments:

To continue professional development within the field of Human Resources, incumbents may be asked to perform additional duties by the Human Resources Business Partner consistent with roles and functions within Human Resources. Examples include assisting, when necessary, with Staffing and Recruitment, performing internal investigations, and assisting with incumbent worker development.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: As may be authorized by the Human Resources Business Partner.

ACCESS TO SENSITIVE AREAS: All areas within the Office of Human Resources including the Records Vault.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Associate degree with two years human resource office, business, business management or administrative experience with at least one-year specific experience using an HRIS software program **and/or** database program.

OR

An associate degree may be substituted for High School Diploma/GED with three to five years in human resource, business, business management, or administrative services experience and at least two years specific experience using an HRIS software program **and/or** database program.

2. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails, and letters. Must possess and demonstrate good writing, spelling, proofing, grammar, and punctuation skills.
3. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
4. Must have extensive knowledge of computer processing equipment and software, including Access, Word, Excel, Power Point, Outlook, and other Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending training as directed by supervisor.
5. Considerable knowledge of general office practices and procedures. Individual must be highly organized and good filing skills
6. Knowledge of Human Resources filing techniques.
7. Demonstrated ability to function effectively as a team member.
8. Must always practice and maintain strict confidentiality.
9. HR THRP Certification preferred.

PHYSICAL DEMANDS:

1. Knowledge of the use of standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook). Testing will be conducted.
2. Knowledge and experience in standard telephone answering practices.
3. Knowledge and experience in an office environment comprised of cubicles.
4. Ability to stand and walk around for long periods of time.
5. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
6. Ability to lift up to 20 lbs.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employees hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

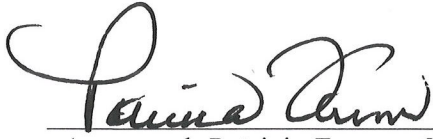
REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

To be considered, the application package must be postmarked by the closing date.



Approved: Patricia Farrow, Sr. Staffing & Recruitment Specialist

08/22/24
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date

