



INITIAL POSTING: APRIL 23, 2019 DEADLINE: UNTIL FILLED

JOB DESCRIPTION

POSITION: **Director of Human Resources**

DEPARTMENT: **Human Resources**

REPORTS TO: **General Manager and Tribal Chairman**

LOCATION: **Casino Resort**

EMPLOYMENT: **Full-Time**

SALARY: **Depending on Experience**

JOB DESCRIPTION:

The Director of Human Resources (HR) provides HR leadership and direction to the Casino Resort and Tribal Team Members (excluding the LVD Health Center). Responsible for managing and directing the daily operations of HR which includes but is not limited to staffing, recruitment, employee relations, managing benefits, training, and all other duties that fall under the umbrella of HR and Benefits.

DUTIES AND RESPONSIBILITIES:

- Direct and manages all functional areas of Human Resources: Training/Development, Recruitment/Staffing, Employee Relations and Benefits
- Identifies the need for open requisitions and manages completion of all position requests. Ensures accuracy in posting according to policies of the Casino and Tribe.
- Assists in screening all applicants to ensure minimum qualifications are met.
- Develops and manages interview process including panel selection, interview questions, selection of candidate and in some cases, serves as HR Representative during the interview
- Assembles, analyzes and maintains employee records as required by Tribal law, company policy, or other governing bodies
- Serves as a consultant and business partner to all operational managers, senior managers, and directors by providing guidance, corrective action, performance improvement plans, or terminations
- Ensures discipline and terminations are applied fairly and consistently throughout the Casino and Tribe
- Maintains monthly HR data report for both Casino and Tribe – to be provided to GM/PEFC on a monthly basis; documents turnover reports, new hire statistics, termination data, and all other data as it relates to labor costs
- Manages employee investigations – to be conducted thoroughly and accurately
- Oversees benefits administration which includes monitoring and management of current benefit plans; serves as point of contact for all contracts and is the leader in contractual fulfillment and changes
- Understands and is able to utilize benefits system and complete enrollment process end-to-end
- Oversees training department including development of relevant materials, implementation of trainings, adherence to trainings; must track required trainings such as TIPS, Title-31, Sexual Harassment, and any other applicable trainings
- Upholds confidentiality at all times and ensures all parties in the HR Department are protecting employee information
- Manage the entire workers compensation process including collection of information, follow ups, working with the insurance company, return to work data, and compliance – in conjunction with HR Generalist
- Manage the entire FMLA process including pre-screening for eligibility, verification of eligibility, return to work information, and terminations when FMLA has been exceed – in conjunction with HR Generalist

- Serves as point-of-contact for unemployment claims – must provide accurate and timely data for claims; serves as HR representation with legal when unemployment claims proceed to a legal hearing
- Cooperate with the Gaming Commission to ensure compliance with all rules/regulations of the LVD Casino requirements
- Assist in development and implementation of policies and procedures in conjunction with PEFC (Casino) and Tribal Council (Tribe)
- Enforce all rules, regulations, policies and procedures set by Casino and Tribe
- Serve as HR subject-matter expert on a variety of panels including but not limited to Insurance and Safety, Elders Retirement, and any other work groups established during employment
- Trains, supervises, schedules, and helps develop all Department Team Members
- Must be able to confidently work with a variety of departments and managers while keeping a composed demeanor and open-door policy
- Must demonstrate a high-level of customer service to all team members, applicants, and guests of the Casino
- Must be flexible and assume other responsibilities assigned by management
- Responsible to complete all other duties as assigned and not detailed in this job description as provided by the Casino General Manager and Tribal Chairman

MINIMUM QUALIFICATIONS:

- Minimum of (5) years in direct experience managing an HR department with key functions in training/development, employee relations, staffing/recruitment and benefits
- Bachelor Degree or higher in Human Resources, Organizational Development, Business Administration or a similar field. *A combination of experience and education related to HR will be considered.*
- Must be willing to work in a smoking environment.
- Experience in conducting employee investigations and provide completed summaries.
- Must be able to accurately use Microsoft Word and Microsoft Excel
- Must be willing to work evenings, weekends, holidays, and overtime when required.
- Required to possess and maintain a valid Driver's License
- Must be able to receive and maintain a Gaming License
- Must be willing and able to pass all background checks and any other pre-employment screenings

PREFERRED QUALIFICATIONS:

- HR experience in a Casino setting
- Direct experience in administering employee benefits
- PHR/SPHR Certification preferred
- (3) + years of experience working in any management capacity for a Tribal Government
- Bachelor's degree in Human Resources or Business Administration from an accredited institution or 5+ years in related field.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position

OUR MISSION

Our Mission is to provide an exceptional and memorable experience to every Guest, every time. Each Team Member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all Guests, internal and external.

Integrity, Service, Professionalism, Value. This is our **PROMISE**.

Date Approved by the Public Enterprise Finance Commission (PEFC): 12/27/2016

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