

JOB DESCRIPTION

Position Title: Recruiter/Training Coordinator/Data Analyst
 Report To: Human Resources Director
 Location: Plummer Idaho
 Salary: DOQ/DOE

Summary of Duties and Responsibilities

This position is a full-time position with a particular emphasis on recruitment, training programs, analyzing data, and co-supervision. This role will deliver human resources programs, initiatives and solutions to the organization's functional areas supporting critical business strategies. Must perform all duties and assigned tasks in a timely and independent manner and assume a sense of ownership over all tasks. Assists the Human Resources Director with various research or special projects. Must show the highest of professional standards and promotes a positive image of the Tribe and its administration at all times. Perform other duties as assigned to promote the efficiency and effectiveness of the department.

Recruiter will research, develop, and implement effective recruiting and staffing strategies designed to attract a diverse pool of qualified and capable talent and fulfill the Tribe's existing staffing needs.

- Manage and prioritize job requisitions across functions and levels
- Attracting suitable candidates for open positions while assessing their relevant knowledge and experience
- Identify future hiring needs and develop/maintain job descriptions and specifications
- Collaborating with department directors/managers to compile a consistent list of requirements
- Promoting the Tribe's reputation and attractiveness as a good employment opportunity
- Ability to design and implement recruiting strategies
- Ensure positive and streamlined candidate experience throughout the recruitment life cycle

Training and Development Coordinator shall plan, conduct, and administer programs that train employees and improve their skills and knowledge.

- Design, plan, organize, or direct training programs for employees.
- Assess training needs through surveys, interviews with employees, and consultations with directors/managers
- Incorporate training on Coeur d'Alene Tribal history, the impacts of historical trauma, and tribal sovereignty.
- Aware of the Coeur d'Alene Tribal Code and services overview training for current staff and new hires in all tribal justice programs – track specific positions requiring training and knowledge.
- Offer specific training programs to help workers maintain or improve job skills.

- Present information using a variety of instructional techniques or formats.
- Evaluate modes of training delivery, such as in-person or virtual, to optimize training effectiveness, training costs, or environmental impacts.
- Monitor, evaluate, or record training activities or program effectiveness.

Data Analyst

- Responsible for the development and maintenance of a job description database
- Preparing and updating salary scales
- Prepare statistical reports and analysis on the use of recruitment methods and company established metrics
- Making recommendations to managers regarding job descriptions, salaries, and classifications

Qualifications

- Must support the Coeur d'Alene Tribe's: vision, mission, and core values per CdA Resolution 015(2020).
- Must have received full COVID19 vaccination, and booster, at the time of application, according to the timeline established by the CDC – attach vaccination card.
- Must comply with all other Health policies established by the Tribe or department, including the annual flu shot.
- Bachelor's degree required from an accredited university, relevant to HR preferred.
- Four years of experience working in Human Resources.
- Must have and maintain a valid state driver's license with a clean driving record at the time of application and during employment.
- Excellent customer service skills with a high degree of professionalism, autonomy, and maturity in working with customers (internal/external), peers, and managers.
- Advanced working level with computer skills including thorough knowledge of Word, Excel and Microsoft Office, knowledge of additional computer skills and software a plus
- Ability to communicate effectively both orally and in writing with employees, departments, vendors and the general public while maintaining confidentiality in daily operations
- Must maintain professional conduct, including when in stressful situations and while under multiple deadlines
- Advanced analytics experience
- Able to adapt to changes in the work environment (i.e., delays or unexpected events)
- Must be able to prioritize and plan work activities by using time management and organizational skills.
- Able to demonstrate accuracy and thoroughness in the Human Resources Department by proofreading and editing.
- Must pass an extensive Tribal, State, and FBI background check before employment: no criminal convictions within the past 10 years and no felony convictions.

An applicant may be asked to participate in an interview to establish whether he/she meets minimum qualifications. Interviews do not create a right to employment and provide no promise or other guarantee of any employment position with the Tribe.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

To apply, submit a detailed cover letter with a clear description of your qualifications, a Tribal application, resume, COVID19 vaccination card w/booster, and signed position description no later than 4:00 pm on the closing date: Human Resources Department, P.O. Box 408, Plummer Idaho 83851. For more information, visit our website at www.cdatribe-nsn.gov/hr.shtml or call 208/686-5228.

****Note: Applicants selected for an interview are required to do one 15-minute presentation (your choice) on one of the following topics:**

1. Developing a new Training program
2. Developing a recruitment strategy
3. Analyzing a set of data and explain the findings

Applicant's signature

Date