

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-043 **Issue Date:** 04-01-13 **Closing Date:** 04-08-13

Training & Development Specialist
Human Resources
Tribal Administration
Hourly Wage: DOQ/Full-Time/Regular

The Human Resources Training & Development Specialist provides advice and assistance to supervisors on training needs and opportunities, performance reviews, and recruitment strategies. The Training & Development Specialist will develop customized professional, technical and leadership training programs with the Yakama Nation structure including comprehensive curriculum from introductory through advanced levels of technical instruction for individuals, programs and departments. The Training & Development Specialist will also coordinate the employment process (e.g. administering hiring tests, scheduling interviews, new employee orientation, etc.) for the purpose of meeting Yakama Nation staffing requirements while complying with established guidelines.

Knowledge, Skills and Abilities:

- Knowledge of the Personnel Policy Manual, Supervisors Manual, Compensation Manual, Master Class Title/Code/Pay Range Listing, Finance Manual, Drug and Alcohol Procedures Manual, and of HR Internal Controls.
- Knowledge of tribal administrative policies and procedures.
- Knowledge of the Yakama Nation governmental organization.
- Knowledge and ability to learn the JD Edwards system.
- Knowledge and proficiency in computer use, specifically Microsoft Office products including, Word, Excel, Power Point and Access.
- Knowledge of research techniques, including statistical analysis and data collection.
- Ability to analyze extreme personnel issues or situations and apply an effective course of action in accordance with existing policies and procedures.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to work closely with all HR staff to ensure a positive environment.
- Ability to establish and maintain effective working relationship with other department staff, supervisors/managers, elected officials, and the public.
- Ability to meet the public and address problems, issues, and complaints tactfully, courteously and effectively.
- Ability to manage multiple complex projects and tasks with competing deadlines.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisors, elected officials, etc.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.
- Ability to work independently and productively with minimal supervision.
- Ability to enter, transcribe, record, store, or maintain information in written or electronic/magnetic form.
- Ability to keep up to date with ongoing changes of computer software and HR related databases.
- Ability to keep abreast of current and changing HR trends and practices.

General Recruiting Indicators:

- Minimum of a Bachelor of Arts degree in Human Resources Management, Business or Public Administration, or related field, AND 3 years work experience in a comparable position with successful experience in recruitment. Applicable experience in a comparable administrative/HR environment is acceptable in place of education.

Necessary Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to successfully pass a background check.
- Must possess a valid Washington State Driver's License with ability to obtain a tribal driver's permit.
- Must present a highly professional image and outstanding customer service to internal and external clients.
- Must maintain strict confidentiality.
- Proven record of regular and punctual attendance; strong work ethics.
- Must understand the position, and consider the impact on personal life style and family.