



## JOB POSTING

TITLE: Director of Human Resources  
DEPT: Human Resources  
PAY: Negotiable

### JOB SUMMARY

**RED RIVER** – Oversees the HR Department in all daily activities; including employment, compensation, labor relations, benefits, and team member services. Manages policy and procedure development as needed.

### MINIMUM QUALIFICATIONS

**REQUIRED** - High school diploma or GED required | At least 21 years of age | Bachelor’s Degree in Human Resources or related field and 6 years’ experience as a Human Resource Generalist | -OR- | Associate’s Degree in Human Resources or related field and 8 years’ experience as a Human Resource Generalist | -OR- | 10 years’ experience as a Human Resource Generalist | 5 years as a HR Manager | Extensive knowledge of employment law and practices | **PREFERRED** – SHRM-CP Accreditation or above |

**ESSENTIAL DUTIES** - All Team Members must embrace and deliver Kiowa’s Guest Service Standards to every Guest on every shift, as outlined in Orientation, the Team Member Handbook, Standard Operating Procedures (SOPs), and any other related training | Consistently ensures an exceptional level of service and satisfaction is achieved throughout the property, exceeding the expectations of external and internal Guests alike in a timely and effective manner | Maintains the highest level of confidentiality and integrity in all administrative and team member matters | Analyzes wage and salary reports and data to determine competitive compensation plan | Compiles and manages annual budget and periodic forecasting | Writes directives advising department managers of policy regarding equal employment opportunities, compensation, and team member benefits | Consults appropriate agencies to ensure that policies comply with tribal policies, laws, and any applicable federal or state laws | Develops and maintains a human resource system ensuring compliance with all applicable laws | Oversees all benefits and recruiting activities for legal compliance and accuracy | Oversees and tracks all IDP activity | Ensures accurate Team Member data tracking and maintenance | Oversees the analysis, maintenance, and communication of team member records required by law or local governing bodies | Studies legislation, arbitration decisions, and industry periodicals to assess industry trends | Writes and delivers presentations to management, KCOA, KGC, Executive Branch of the Kiowa Tribe regarding human resource policies, and practices as directed or requested | Handles unemployment insurance claims, appeals and hearings | Works closely with Chief Operating Officer and management on dispute resolutions and conflict resolutions | Assists team members in conflict resolution | Trains Human Resources staff on applicable employment law and regulations | Oversees the assessment, development, and implementation of all required and requested training needs | Supports Leadership training for Executives as requested or directed | Adheres to all regulatory, departmental, and casino policies and procedures, and to the MICS | Responsible for hiring, retaining, promoting, performance evaluations, training, disciplining, and terminating team member with concurrence of the Chief Operating Officer | All other duties as assigned | Must adhere to departmental, organizational, state, and federal safety rules and regulations, applicable processes for safe operation, appropriate Personal Protective Equipment, in addition to any/all related controls for personal welfare and the safety of others.

### IMPORTANT NOTES

1) This announcement describes an open position at Kiowa Casino & Hotel, as of the posting date listed below. To be eligible to apply, current Team Members must have performed competently for at least 6 months in their current position. In addition, Team Members receiving corrective action within the previous 6 months may not be eligible for transfer. If you are interested in any posted position, please contact HR for a complete copy of the job description and an application or an internal application, if you are currently employed by Kiowa. 2) Native American Preference will apply in accordance with Tribal policies. All applicants must be able to work any shift, holidays, and weekends as scheduled. Current Team Members are also encouraged to submit an updated resume with their internal application. All Team Members must submit an internal application for each interested position. For example, if you have applied for a Floor Supervisor position and one week later Floor Supervisor is posted again, you must fill out another internal application.

STATUS: 1 F/T | POSTED: 05/19/23 | REMOVE: When Filled



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