



## Human Resources Generalist (HRG)

Delaware Nation Industries is a Tribally owned 8a company headquartered in Oklahoma City. DNI's Human Resources Generalist serves as at point of contact for matters related to employment, leave of absence, benefits, and pay. This person is responsible for working with other Shared Services departments to generate the highest possible level of employee satisfaction by creating a positive work environment. The HRG must also ensure compliance with all federal, state, and local laws.

### **Responsibilities:**

- Monitoring the HR inbox and answering employee inquiries pertaining to benefits, leave of absence, pay, and employment related matters; redirecting employees to the appropriate departments for questions regarding travel/security, expense reports, etc.
- Performing benefits administration including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees
- Reviewing payroll semi-monthly to ensure accuracy of timecards and to identify any exceptions; sending reviewed timecards to Payroll for processing.
- Responsible for all tracking, reporting, and communicating with employee and managers regarding leave of absences in accordance with federal, state and local leave laws.
- Serving as point person for all employee relations issues. Works closely with HR Manager to resolve employee relations issues that arise.
- Serves as the initial point of contact for accommodation requests from employees.
- Maintaining compliance with all federal, state and local employment and benefits laws and regulations
- Serving as back up to the HR Assistant for semi-monthly timecard review to ensure accuracy of timecards and to identify any exceptions, sending reviewed timecards to Payroll for processing
- Tracking unemployment claims; responding to unemployment claims.
- Responsible for all tracking, reporting, and communicating with employee and managers regarding leave of absences in accordance with federal, state and local leave laws.
- Maintaining the employee handbook and the policies and procedures manual.
- Working with external HR consultant to develop and maintain DNI's Affirmative Action Plan and Program
- Participating in developing department goals, objectives and systems; assisting in evaluation of reports, decisions and results of department in relation to established goals

- Recommending new approaches, policies and procedures to continually improve HR departmental efficiency and effectiveness
- Special projects including organizing electronic personnel files, tracking and verifying EEO-1 information, OSHA 300, and other regulatory reporting

**Equipment/Systems:**

This position requires a working knowledge of Microsoft Office Suite (especially Outlook, Word, Excel, SharePoint and occasionally PowerPoint), Skype, Adobe, Paychex, Humanic, JAMIS and internet search engines.

**Competencies:**

The Human Resources Generalist role requires someone with a solid foundational knowledge of human resource management. Strong customer service and problem-solving skills are critical. This person must demonstrate strong verbal and written communication skills in an office environment as well as the ability to relate to others with empathy and sincerity.

Supervisory Responsibility - none

**Required Education and Experience:**

- Bachelor's degree and 1 to 3 years human resources experience
- Human Resource Generalist – 1-3 years required
- Leave of absence Administration – 1-3 years required
- Benefits Administration – 1-3 years required
- Onboarding and Offboarding – 1-3 years required
- HRIS and data entry experience - 1-3 years required

**Preferred Education and Experience:**

- PHR (Professional in Human Resources) certification or SHRM Certified Professional (SHRM-CP)
- Knowledge of Federal Contracting environment
- Knowledge of general employment policies and practices
- Knowledge of HR/Recruiting software

**AAP/EEO Statement:**

DNI complies with all federal, state and local laws designed to protect employees and job applicants from discrimination based on race, religion, color, sex, parental status, national origin, age, disability, genetic information, military service, or other non-merit-based factors.

*If interested in applying, please contact [Danae.Cleary@dnigov.com](mailto:Danae.Cleary@dnigov.com)*