



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 035-25

OPENING DATE: 03/20/2025

CLOSING DATE: Open Until Filled

POSTED: In/Out

POSITION: HR Recruiter
PAY GRADE: E5 (\$26.30-\$36.83)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Human Resources
REPORTS TO: Director, Human Resources
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides professional and administrative advice, guidance and service to the Pueblo of Isleta in support of the Human Resources Department. Serves as the primary point of consultation, coordination, and liaison for personnel issues on a range of recruitment, hiring, employee relations, and policy interpretation and procedural issues.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Reviews qualifications and licensure requirements for candidates' compliance with legal guidelines.
- Ensures recruiting practices promote customer satisfaction for employees and candidates for employment.
- Prepares and proof-reads advertisements for recruitment.
- Establishes and maintain rapport with community agencies and academic institutions.
- Coordinates the preparation of job fairs, Pueblo recruitment drives and special employment and Human Resources events; evaluates trends in recruitment and the job market to recommend recruitment strategies.
- Participates in providing recruiting services to departments as needed; reviews minimum qualification standards and checks internal and external applicant pool for qualified candidates; screens qualified applicants.
- Assists/conducts new hire orientation and assists in the processing of new hire paperwork.
- Provides advice, guidance, and support to POI management and staff on policy interpretation.
- Generates weekly reports on employment activity.
- Ensures compliance with various applicable federal, state and tribal regulations.
- Enhances professional growth and development through participation in educational programs, reading current literature, attending in-services, meetings and workshops.
- Maintains records, files, materials, documents and databases; ensure records are accurate and; updated; review, research and summarize a variety of statistical reports; ensures the integrity and security of confidential employee data.



- Other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Human Resources or related field.
- Senior Professional Human Resources (SPHR), Professional Human Resources (PHR) Certification, or Tribal Human Resources Professional (THRP) preferred.
- Three years of progressive work experience in Human Resources.
- Tiwa speaking preferred.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of traditional forms of government and Pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Isleta.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of principles, practices and trends in recruitment and employment; compensation and benefits; record-keeping systems; and performance development and evaluation systems.
- Skill in interviewing techniques.
- Skill in operating business computers and office software programs.
- Skill in coaching and consulting management and executive level employees.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to exercise independent judgment.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to be persuasive and tactful in controversial situations.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.