



Menominee Casino Resort

2nd Posting

Position HR Recruitment Specialist

Job Status Full-Time

Minimum Age 21

Wage \$ 19.42

Date Posted Monday, June 24, 2024 8:00:00 AM

Date Closed

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

Responsible to manage recruitment and job placement activities of the organization by performing the following duties personally or in conjunction with other HR Staff Members in accordance with Human Resource Department Operations Manual.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Human Resource Recruitment Specialist will be responsible for implementing the hiring and recruitment practices for the Menominee Casino Resort & Thunderbird. The candidate will actively be involved in all phases of the hiring process and be accountable for the implementation and documentation of each phase. In addition, the candidate shall serve as a resource regarding issues pertaining to hiring procedures and recruitment.

- Implements and evaluates the organization's policies and procedures on recruitment, selection, job placement, and limited and specific pre-employment testing.
- Plans and directs activities of staff in carrying out such functions as developing sources of qualified applicants, conducting screening, interviews, administering tests, checking references and background, evaluating applicant qualifications, job posting, and initial orientation of newly hired Employees.
- Responsible for MCR Orientation Program and acts as a back-up for the HR Clerk.
- Responsible to track and monitor the ACE Employee Incentive Program.
- Analyzes statistical reports and other data using knowledge of job requirements, valid selection processes, and Menominee Tribal Ordinance 82-10 and legislation concerning equal employment practices, in order to identify and determine causes of problems of inefficiencies in the employment function.
- Make recommendations to management for improvement of organization's employment policies, procedures, and practices.
- Responsible for continuous update to department heads of vacant positions and positions on hold status.
- Ensures compliance with all applicable local, state, and federal employment related laws, statutes, and regulations.
- Shall provide information to the public and to potential applicants about the MCR & Thunderbird's hiring practice, procedures, and implementations.
- Shall be responsible to participate in recruiting events and job fairs.
- Responsible for maintaining all Human Resource Department computer files and scanning employee documents into UKG.
- Review files for Tribal background checks at Menominee Tribal Court.
- Responsible for maintaining a consistent, regular attendance record.
- Must be able to comply with the Gaming Commission background check and licensing requirements.
- Must hold in good standing gaming license once approved by the Gaming Commission.
- Shall be responsible to learn all facets of UKG for the HR System.
- Shall be responsible for the double entry into UKG and Pryme.
- Responsible for assisting Employees in resolving work related and/or personnel problems by communicating with appropriate members of management and utilizing outside support groups.
- Provides information regarding the Company's Employee Assistance Program, receiving in house referrals and referring Employees as necessary.
- Advises management of problems and concerns of Employees and gives recommendations in solving.

Tuesday, June 25, 2024 12:10 PM

1/3



MENOMINEE
CASINO RESORT

Menominee Casino Resort

- Responsible for coordinating drug & alcohol program, drug and alcohol support counseling and working with outside drug enforcement groups and support organizations.
- Provide HR Director with appropriate information for drug testing budget & EAP expenditures.
- Ability to maintain departmental confidentiality and integrity.
- Responsible to complete Gaming Commission Employment Verification Forms, and assist with Unemployment requests as necessary.
- Other duties assigned by Human Resource Director.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preference given to qualified Menominee or other Native American applicants.

EDUCATION and/or EXPERIENCE

- Minimum: High School Diploma, GED or its equivalent and a minimum of five years' experience working in a Human Resource Department and/or business environment.
- The candidate must be familiar with Word and Excel (Microsoft products).
- Preference is given to applicants that are familiar with UKG HR tracking software system.
- The candidate must be of good integrity and demonstrate a strong capacity for maintaining confidentiality.

SPECIAL QUALIFICATIONS

- Must be twenty-one (21) years of age, dependable, responsible, and reliable.
- Must be able to function well in a teamwork environment.
- A pleasant working personality, good interpersonal relationship skills.
- Must practice fair and sound business skills in the areas of hiring, recruiting and EAP.
- Must remain professional.
- Must comply with licensing requirements and maintain a valid gaming license.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding 2 years.

“In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact.”

LANGUAGE SKILLS

Ability to read and interpret the organizations policies and procedure manuals, memos, etc. The ability to write routine reports and correspondence is essential. Ability to speak effectively to communicate information to the employees regarding the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



MENOMINEE
CASINO RESORT

Menominee Casino Resort

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the Employees are regularly required to sit and talk or hear. The Employee frequently is required to walk and use hands to finger, handle, or feel objects, tools, or controls. The Employee is occasionally required to stand and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low to moderate.