

INDIAN BOARD OF EDUCATION
PIERRE INDIAN LEARNING CENTER

JOB TITLE HUMAN RESOURCES TECHNICIAN (PERSONNEL TECH)

DEPARTMENT ADMINISTRATION/BUSINESS OFFICE

SUPERVISOR BUSINESS MANAGER

QUALIFICATIONS: (List minimal requirements, education & experience)

Associate's or Bachelor's degree preferred; may consider high school diploma or GED and one year experience working in the area of human services or human resources.
Will be required to hold a valid South Dakota driver's license.

NATIVE AMERICAN PREFERRED.

JOB OBJECTIVES: (Give summary statement of specific area of work).

To provide administrative support services to the business office of the PILC including staff recruitment efforts, employee benefits management, maintenance of employee files, and assistance in processing student applications for enrollment.

NORMAL WORKING SCHEDULE FOR THIS POSITION:

40 hours per week as scheduled.

GENERAL GUIDELINES:

Incumbent will work within the general guidelines set forth in the Policies and Procedures established for the Pierre Indian Learning Center by the Indian Board of Education, under the general direction of the designated official of the Learning Center or his/her authorized representative.

ACCOUNTABILITY:

Incumbent will be directly responsible to the supervisor named above or his/her successor and shall be expected to exercise independent judgement and initiative in regard to work functions.

INSERVICE TRAINING REQUIREMENTS:

Incumbent shall attend all training sessions scheduled for his/her component or for the full staff of the Center to broaden his/her knowledge and understanding of PILC programs and specific human resources operations and to contribute to program development. Additionally, individual will be required to become certified as an adjudicator.

CONFIDENTIALITY:

Incumbent shall maintain a professional stance on all occasions and shall maintain appropriate professional confidentiality. Will be required to adhere to all regulations detailed in HIPPA and FERPA.

REPRESENTATIVE DUTIES:

Is specifically responsible to the Business Manager.

Is responsible for placing employment vacancy advertisements, completing reference checks, contacting individuals regarding interviews, and scheduling interviews.

Coordinates with department directors regarding the receipt and status of employment applications, and will forward all received applications to relevant department directors.

Responsible for processing all applications for employment, and assisting with background checks. Will maintain employee files as required by the Indian Board of Education for the PILC Policies and Procedures.

Works cooperatively with employee benefits providers (health, vision, dental, and retirement) and ensures that employees are accurately reflected on benefit provider rosters according to eligibility. (Hiring dates and termination of employment.)

Responsible for entering information into the State Department of Education Personnel Record Form (PRF) in cooperation with the Academic Administrative Assistant.

Responsible for entering all CANS information into the State Department of Education website/system for breakfast and lunch reimbursement through the USDA.

Will work with the Registrar to become familiar with the Native American Student Information System (NASIS) and be able to assist with entering student data as needed.

Requests and coordinates the receipt of relevant student information during the application and enrollment process from educational institutions, health service providers, mental health providers, etc. in an effort to provide the Admissions Committee with comprehensive student applications for review.

Works collaboratively with the Health Services Department and parents/guardians to ensure that Medicaid enrollment remains active, or becomes active in case of lapsed coverage.

Will assist with verification of payroll under the direction of the Finance Technician.

Responsible for reviewing purchases orders/requisitions for proper documentation and coding.

Required to prepare and produce Contracts and Letters of Intent after verification of rates of pay are provided.

All other duties as assigned by the Business Manager.