



## Navajo Agricultural Product Industry Job Description

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Job Title: **HR Generalist**

Location: **Main Office**

Work Schedule: **Varied**

Department: **107**

Exemption Status: **Non-Exempt**

Grade: **\*20**

Salary Range: **DOE**

Reporting Relationship: **This position reports to the Human Resources Manager.**

### **Summaries of Duties and Responsibilities**

This position was created to assist in the planning, directing, and coordination of human resources activities of NAPI to maximize the strategic use of human resources and maintain functions such as employee compensation, benefits, recruitment, personnel policies, and regulatory compliance.

### **Shared Responsibilities:**

- Support the mission, vision, and goal of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy.
- Adheres to all company policies and procedures.
- Follow safety guidelines and participate in trainings.
- Practice good stewardship of NAPI property and follow policy.
- Act in a professional manner at all times.
- Function from INTEGRITY, HONESTY, and LOYALTY in all activities concerning NAPI.
- Follow the current NAPI Strategic Plan initiatives.
- Maintain a team environment with other departments.
- Champion NAPI in the community.

### **Primary Duties and Responsibilities:**

#### Essential Functions

1. Evaluate job positions, determining classification, exempt or non-exempt status, and salary.
2. Ensure company compliance with federal and state laws, including reporting requirements.
3. Advise managers and employees on federal and Navajo Nation employment regulations, benefit and compensation policies, personnel procedures and classification programs.
4. Plan, develop, evaluate, improve, and communicate methods and techniques for selecting, promoting, compensating, evaluating, and training workers.



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5. Provide advice on resolution of classification and salary complaints.
6. Prepare occupational classifications, job descriptions, and salary scales.
7. Assist in preparing and maintaining personnel records and handbooks.
8. Prepare reports, such as organization and flow charts, and career path reports, to summarize job analysis and evaluation and compensation analysis information.
9. Serve as the Plan Administrator for employee insurance, Navajo Nation pension and 401(k) defined retirement plans, working with supplemental insurance brokers and Navajo Nation Employee Benefits plan carriers.
10. Assist in designing, evaluating, and modifying benefits policies to ensure that programs are current, competitive and in compliance with legal requirements.
11. Assist in analyzing compensation policies, government regulations, and prevailing wages to develop competitive compensation plans.
12. Assist in fulfilling all reporting requirements of all relevant government rules and regulations, including Employee Retirement Income Security Act (ERISA)
13. Direct preparation and distribution of written and verbal information to inform employees of benefits, compensation, and personnel policies.
14. Identify and implement benefits to increase the quality of life for employees, by working with brokers and researching benefit issues.
15. Assist in the design and development of tools to assist employees in benefits selection, and to guide managers through compensation decisions.
16. Assist in preparing detailed job descriptions and classification systems and define job levels and families, in partnership with other managers.
17. Work with Safety in filing injury reports. Receive, forward and track all Workers' Compensation claims to the Navajo Nation Worker's Compensation Program (NNWC) office. Assist NNWC with obtaining additional information needed to process claims.
18. Assist in preparing budgets for personnel operations.
19. Assist with career fairs, booths, tours, and disburse information about NAPI.
20. Assist the HR department with employee related events; Potato Bar, Employee Appreciation Dinner and other events.
21. Represent and manage the HR Department in the HR Manager's absence.

Performs other related duties and assignments as required.

### **Education, prior work experience, and specialized skills and knowledge:**

- This job requires a High School Diploma (or GED or High School Equivalence).
- This job requires some college course work in Human Resources Management or a relative field of study. A Bachelor's Degree in Business is highly preferred.



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- This job requires the incumbent to obtain certification in CPR, Defensive Driving, and First Aid. PHR Certificate is highly preferred.
- This job requires the incumbent to have a valid driver's license with an acceptable driving record.
- This job requires the incumbent to have at least 5 years of work experience in human resources or a related field.
- This job requires the incumbent to have ability to communicate information and ideas so other s will understand, both verbally and in written form.
- Ability to speak in Navajo is highly preferred.
- This job requires knowledge of relevant equipment, policies, and procedures, and strategies to promote effective security operations for the protection of people, data, and property of NAPI.
- This position requires the knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules governing an agricultural industry.
- This job requires knowledge of principles and processes for providing customer service and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- This job requires the knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- This job requires giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- This job requires using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- This job requires monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Must be able to provide information to supervisors and peers by telephone, in written form, e-mail, or in person.
- Must be able to develop constructive and cooperative working relationships with others, and maintaining them over time.
- Must be able to identify the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- Must be able to enter, transcribe, record, store, or maintain information in written or electronic form.
- Must be able to keep up-to-date technically and applying new knowledge to your job.



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- Must be able to use computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Must have the following work styles:
  1. Integrity
  2. Self Control
  3. Cooperation
  4. Persistence
  5. Dependability
  6. Attention to Detail
  7. Initiative
  8. Adaptability/Flexibility
  9. Concern for Others
  10. Achievement/Effort
  11. Stress Tolerance
  12. Analytical Thinking
- Job requires ability to operate: two way radio, digital camera, and company vehicle.

### **Physical environment and working conditions:**

This job requires you to work in an office environment. Occasional exposure to the elements may be required to assist in employee relations activities.

### **Physical Demands**

Reaction Time	Hearing	Visual Color Perception
Whole Body Steadiness	Visual Acuity	Sitting
Manual Dexterity	Lifting 25#	

### **Business machines and computer software used:**

Ability to operate a Company Vehicle, a Personal Computer or Laptop, Windows XP, Microsoft Office Suite 2010 (Word, Excel, Power Point, Project, & Outlook), and Famous computer software.



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**Other factors, such as access to confidential information or contact with the public:**

Must read and acknowledge NAPI's Non-disclosure agreement.

I have reviewed the above job description and have an understanding of my job duties. I understand I will be evaluated on each of the duties described above.

\_\_\_\_\_ Employee \_\_\_\_\_ Date

\_\_\_\_\_ Supervisor \_\_\_\_\_ Date