



**SAFETY SENSITIVE POSITION**

**Muscogee (Creek) Nation**

**Human Resources Department**

**Employee Requisition**

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 1/6/2025 11:35 AM	Employee Requisition Number <b>ER-25143</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>LH HUMAN RESOURCES MANAGER</b>			
Pay Grade MG 8	Salary Range \$57,616-75,171	Classification Management	
Department: LIGHTHORSE	Location: Okmulgee	Location Code: 30	FT/PT Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.  
 MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	<p>Under the direction of the Chief of Police, the Human Resources Manager assists in administering policies related to all phases of human resource functions, ensuring legal compliance and implementation of the Muscogee (Creek) Nation's (MCN) and Lighthorse Police Department's mission. The work of this position is characterized by an advanced degree of knowledge and judgement in developing and implementing strategic human resource related efforts and initiatives of the Chief of Police. This position is the main liaison to the Tribe's Human Resources Department and exercises considerable independence, judgement, and leadership in meeting departmental objectives.</p>
Principal Duties and Responsibilities:	<p>Duties/Responsibilities:</p> <ul style="list-style-type: none"> <li>☐ Administers and oversees the administration of human resource programs including, but not limited to, recruitment and retention; performance and personnel management; and employee recognition and department morale.</li> <li>☐ Identifies Lighthorse staffing and recruiting needs; develops and executes best practices for hiring and personnel management.</li> <li>☐ Assists in recruiting, interviewing, and training of new staff.</li> <li>☐ Advises management in appropriate resolution of employee relations issues; consults with and provides advice and guidance on sensitive matters; informs Tribal Labor Relations Specialist of issues and resolution.</li> <li>☐ Responds to inquiries regarding policies, procedures and programs.</li> <li>☐ Responds to inquiries and/or complaints from the general public, internal staff, and/or external agencies.</li> <li>☐ Facilitates and/or attends meetings; training and/or conferences.</li> <li>☐ Ensures Lighthorse positions have updated job descriptions.</li> <li>☐ Assists in administering wage and salary program to ensure compliance and equity within MCN.</li> <li>☐ Coordinates with Training Coordinator on:             <ul style="list-style-type: none"> <li>☐ Conducting new hire onboarding.</li> <li>☐ Conducting management training on hiring, performance management and termination process.</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensures all Lighthouse Department employees receive timely annual performance evaluations.</li> <li><input type="checkbox"/> Monitors and ensures the Lighthouse's compliance with federal, state, local and tribal employment laws and regulations, and recommended best practices; assists in reviewing and modifying policies and practices to maintain compliance.</li> <li><input type="checkbox"/> Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, personnel management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to Chief of Police.</li> <li><input type="checkbox"/> Analyzes and interprets data to create reports on a weekly/quarterly/as needed basis in areas of responsibility: recruitment, status changes, retention (turnover), and performance management.</li> <li><input type="checkbox"/> Assists in developing and monitoring department budget.</li> <li><input type="checkbox"/> Responsible to maintain HIPPA compliance.</li> <li><input type="checkbox"/> Performs other duties as assigned.</li> </ul>
<p>Minimum Requirements:</p>	<p>Education: Bachelor's degree in Human Resources, Business Administration or related field.</p> <p>Experience: Two years related experience in the human resources field, to include but not limited to experience with supervising direct reports.</p> <p>Special skills:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Excellent verbal and written communication skills.</li> <li><input type="checkbox"/> Excellent interpersonal, negotiation, and conflict resolution skills.</li> <li><input type="checkbox"/> Excellent organizational skills and attention to detail.</li> <li><input type="checkbox"/> Excellent time management skills with a proven ability to meet deadlines.</li> <li><input type="checkbox"/> Strong analytical and problem-solving skills.</li> <li><input type="checkbox"/> Strong supervisory and leadership skills.</li> <li><input type="checkbox"/> Ability to act with integrity, professionalism, and confidentiality.</li> <li><input type="checkbox"/> Knowledge of principles and practices of supervision, training and motivation.</li> <li><input type="checkbox"/> Ability to adapt to the needs of the MCN and employees.</li> <li><input type="checkbox"/> Ability to prioritize tasks and to delegate them when appropriate.</li> <li><input type="checkbox"/> Thorough knowledge of employment-related laws and regulations.</li> <li><input type="checkbox"/> Proficient with Microsoft Office Suite or related software.</li> <li><input type="checkbox"/> Proficiency with or the ability to quickly learn MCN's HRIS system.</li> </ul>
<p>Preferred Requirements:</p>	<p>Education: Master's degree in business administration or related field.</p> <p>Experience: Five years' experience in management.</p> <p>Special skills: Experience working in a diverse multi-cultural organization.</p> <p>Knowledge of the Muscogee (Creek) Nation.</p> <p>Certifications and licenses: SHRM-CP, SHRM-SCP, or THRP.</p> <p>Preference: Muscogee and Indian preference.</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>



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Please list any additional licenses required:	
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- Customer Service:** Responds promptly to customer needs; Responds promptly to voicemails and emails.
- Professionalism/ Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position.
- Time Management:** Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Analytical Skills:** Collects and researches data; Uses intuition and experience to complement data.
- Teamwork:** Balances team and individual responsibilities; Exhibits objectivity and openness to others' views. Gives and welcomes feedback; Contributes to building a positive team environment; Supports everyone's efforts to succeed.
- Leadership:** Inspires respect and trust; Motivates and effectively influences others; Provides appropriate recognition; Identifies and resolves problems in a timely manner; Uses sound judgement; Makes timely decisions.  
Works within the approved budget; Conserves organizational resources.
- Ethics:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.  
Adheres to policies and procedures.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures, including cyber security.
- Attendance/Punctuality:** Regular and on time attendance. Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction; Takes responsibility for own actions.

#### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- Up to 50 lbs.    Up to 100 lbs.    Over 100 lbs.    Physical Exam

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.



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While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles
- Outside weather conditions
- Toxic or caustic chemicals
- Risk of electrical shock
- Vibration
- Loud Noise

**Would this Open Position be considered a Safety Sensitive Position?** Check All that Apply

Note: If **any** box is checked **THIS IS A SAFETY SENSITIVE POSITION (No failed drug test is tolerated).**

- Operate motorized equipment, machinery, power tools, and/or a motor vehicle.
- Repair, maintain, or monitor the performance or operation of any equipment, machinery, or manufacturing process (preparing food where knives and kitchen equipment is used).
- Work in close proximity to motor vehicles or heavy equipment and/or construction sites.
- Operate any equipment which could seriously injure any person as a result of misuse.
- Carry and use of firearms/ammunition
- Work with vulnerable or violent clients.
- Have direct contact with children and youth.
- Entrusted with the direct care or custody of children and youth and whose performance of his/her duties may affect the health, welfare, or safety of children and youth.
- Provide direct patient care or providing for the health, safety, and welfare of children, adults, disabled, and elders.
- Perform life threatening procedures such as firefighting, first responder, or EMT duties.
- Dispense pharmaceuticals
- Have access to or responsible for confidential information or sensitive data protected by federal, state, or Muscogee Nation law.
- Have responsibility for money, receipts, and/or disbursement of negotiable instructions, e.g., money, checks, or property disbursements.
- Have responsibility for all financial documents, credit data, credit account records, or credit transactions.
- Have responsibility for the use, handling, packaging, processing, storage, disposal, or transport of controlled substances, toxic, radioactive, or other hazardous materials.
- Have responsibility for security, surveillance, or law enforcement duties.
- Have routine access to security control and key systems
- Operate, maintain, or oversee critical services and infrastructure including, but not limited to: a. Electric;b. Gas;c. Water;d. Power generator; e. Distribution.
- Positions governed under the rules and jurisdiction of the Department of Transportation
- Any position in which a momentary lapse in attention could result in injury or death to an employee or another person.
- None of these apply

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.



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#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

#### **MCN Policy Requirements:**

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.

#### **Medical Marijuana License Holder Protection and Non-Discrimination**

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently lose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.