



## PUEBLO OF ISLETA

P.O. BOX 760  
ISLETA, NM 87022

### JOB ANNOUNCEMENT

Posting Date: 6/30/2026

**SUBMIT RESUME TO: [rmeehan@isletapueblohousing.org](mailto:rmeehan@isletapueblohousing.org)**

**Job Title:** Human Resources Manager

**Department:** Isleta Pueblo Housing Authority

**Reports To:** Executive Director, IPHA

**FSLA Status:** Exempt (\$72,800-\$101,196)

#### Position Summary

Oversee all core Human Resources functions, including recruitment and staffing, compensation and benefits, employee relations, performance management, and compliance with all applicable federal, state, and tribal employment laws and regulations.

*This position description is not inclusive of every duty that will be performed and/or assigned to this role.*

#### Key Responsibilities

- Manage and coordinate all recruiting and hiring efforts via direct outreach, social media recruiting, passive candidate sourcing, talent pipelines, employee referrals, or industry networking.
- Reviews and revises internal processes and procedures to reflect emerging approaches in recruitment and selection to improve overall effectiveness.
- Manage and coordinate new employee orientation, maintaining accurate employee records and HR systems, ensuring timely creation of employee personnel files.
- Manage and coordinate all personnel action transactions (e.g., performance appraisals, transfers, promotions, lay-offs, recalls, demotions, and termination of employees).
- Manage and coordinate staff developmental meetings, drug-free workplace meetings, and all employee meetings, to include appropriate cultural sensitivity training.
- Establish and manage fair, cost-effective pay and benefits programs using objective criteria to set salaries and compensation, ensuring total benefits package meets employee needs while keeping IPHA competitive with other organizations.
- Oversee health, dental, vision, and retirement benefits for all IPHA employees, to include new hire enrollment, open enrollment, and qualifying events.

- Manage employee relations, including communication, conflict resolution, grievances, and personnel actions.
- Manage performance planning, monitoring, and evaluation processes by training managers in coaching and disciplinary practices, facilitating manager–employee meetings, resolving employee concerns, and providing guidance to both staff and supervisors.
- Collaborates with internal departments and external partners, including payroll coordination and organizational representation.
- Manages HR department operations, budgets, reporting, and performance goals while maintaining current knowledge of HR trends and best practices.
- Advises managers on defining position responsibilities, employment terms, and appropriate qualifications and selection criteria for candidates.
- Maintain historical human resource records by designing filing and retrieval systems, keeping past and current records updated and archived.
- Represents the department to external agencies, consultants, and other organizations and individuals.
- Assists with the management of the department budget; coordinates financial and budget activities for maximum operational efficiency.
- Hosts regular staff meetings, ensuring communication among staff related to departmental activities.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of human resources activities by attending meetings and submitting reports.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Ensures compliance with all federal, state, and tribal laws and regulations, policies, and procedures.
- Other duties as assigned.

#### **Supervision Responsibilities**

- Provides coaching, counseling, training, and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.

#### **Minimum Qualifications**

- Bachelor’s degree in human resources or related field preferred.
- Five years of progressive work experience in Human Resources field.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must comply with Isleta Pueblo Housing Authority Drug Free Workplace policy.

#### **Qualifications (Preferred):**

- Professional Human Resources (PHR) Certification, Certified Compensation Professional (CCP), Certified Employment Benefits Specialist (CEBS), or Tribal Human Resources Professional (THRP) preferred.

#### **Skills and Abilities**

- Knowledge of Pueblo government, customs, and traditions.
- Knowledge of relevant laws and regulations (federal, state, and tribal/local).
- Understand hiring, compensation, benefits, record-keeping, performance, and conflict processes.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, databases).
- Able to prepare and analyze reports.

- Skilled in supervising, training, and evaluating staff.
- Able to make decisions in urgent situations.
- Skilled in coaching and advising management.
- Strong problem-solving and decision-making skills.
- Strong verbal and written communication skills (English; Tiwa a plus).
- Able to collaborate well with people from diverse backgrounds.
- Use of sound judgment and maintain confidentiality.
- Able to work independently and meet deadlines.
- Persuasive and tactful in sensitive situations.

#### **Work Environment and Physical Requirements**

- This position operates in a professional office environment and may require occasional travel, evening meetings, or attendance at Board meetings and community events.
- Prolonged periods of sitting, working at computer, and using office equipment.
- Ability to lift up to 25 pounds occasionally.

#### **Indian Preference**

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