

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
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VACANCY ANNOUNCEMENT

POSITION: Director
PROGRAM: Personnel
DEPARTMENT: Administration
LOCATION: Concho, Oklahoma
ISSUE DATE: February 17, 2026

OPEN UNTIL FILLED

GENERAL DESCRIPTION:

Under the general supervision of the Executive Director of the Department of Administration, the incumbent is responsible for overseeing the day-to-day operations of the Office of Personnel and the work of the Personnel employees to ensure overall human resources services are provided to employees of the Cheyenne and Arapaho Tribes. The Personnel director manages the administration of the personnel policies and procedures and oversees the responsibility of benefits, classification, compensation, performance management, recruiting, staffing, employment practices and compliance as well as employee relations/recognition and communication.

DESCRIPTION OF DUTIES:

- Responsible for the research, development and implementation of the Tribes' personnel policies and procedures; revising as necessary. Responsible for distributing revised information to all tribal employees. Responsible for all forms related to the policies and procedures.
- Comply with the Tribes' policies, procedures, and practices; ensure compliance with employment laws and regulations.
- Maintain the integrity of sensitive information and always uphold confidentiality.
- Maintain accurate personnel records, reports, and documentation; ensure proper reporting of accidents, injuries, and compliance-related matters.
- Supervise the Personnel staff including job duty adherence, motivating, counseling, performance appraisal, compensation, issues, and discipline.
- Secure training for tribal administration employees throughout the year for appropriate staff concerning Family Medical Leave, Sexual Harassment, Violence in the Workplace, and any other trainings that will help with employee development.

- Administer health, retirement, and other employee benefit programs; negotiate with insurance providers.
- Maintain equity and internal consistency in compensation such as through a pay scale; conduct wage survey to determine competitive wage rates for all employees.
- Manage and oversee the development and administration of the Office of Personnel budget; monitor and approve expenditures for program; prepare and implement budgetary revisions as necessary.
- Plan and direct implementation and administration of benefits programs designed to ensure employees against loss of income due to illness, injury, layoff, or retirement. Evaluates services, coverage, and options available to determine which plans best fit the needs of the Tribes.
- Communicate effectively and work well with all levels of people including but not limited to employees, leadership, directors, and guests; attend meetings on behalf of or for the Office of Personnel.
- Enforce a drug free policy in the workplace.
- Counsel other departments/programs within the Tribes who are need of direction regarding the Personnel Policies.
- Provide due process to employees through the Grievance Procedure, as outlined in the Tribes' Personnel Policies.
- Perform other duties as assigned.

QUALIFICATIONS:

- Requires a bachelor's degree from an accredited college or university in personnel administration, business administration, or a related field. Master's degree is preferred.
- Must have at least three years of Personnel/Human Resource related work experience.
- Must have a minimum of 2 (two) years of supervisory experience.
- Must have the ability to supervise activities for any staff they may be assigned.
- Successful completion of employee background investigation and adjudication training.
- Must successfully pass background investigation.
- Strong verbal and written communication skills.
- Strong organizational skills with the ability to multi-task effectively.
- Incumbent must have the ability to relate to the Indian and Non-Indian communities.
- Cheyenne-Arapaho preference.
- Oklahoma Driver's License.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov