



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Laura Lee Erickson

Job Announcement

Position: Human Resources Analyst/Investigator

Location: White Earth

Pay: \$35.83 or DOQ

Benefits: Full

Open: 10/27/2025

Close: 11/7/2025

Status: Full Time

Position Outcome:

This position will be responsible for assisting with software systems and reporting specific to Payroll and HR. This person will conduct investigations into employee disputes; reports filed with HR to ensure compliance with laws and procedures related to policies that govern employees' work-related duties and responsibilities.

As the analyst part of this position, the main goal is to collect, compile, and analyze HR data, metrics, and statistics, and apply this data to make recommendations related to all HR functions including recruitment, retention and legal compliance.

- Collects and compiles HR metrics and data from a variety of sources including the human resource information system (HRIS), time and attendance system, payroll system, employee surveys, census related data, benefit data, federally regulated data, exit interviews, employment records, and other resources.
- Drives implementation of any related (HRIS) system from inception to deployment.
- Analyzes data and statistics for trends and patterns with attention to recruitment, hiring practices, morale and motivation, retention, and compliance with applicable employment laws and regulations.
- Prepare reports of data results, presenting and explaining findings to senior leadership with making recommendations for sustainability and how to best achieve HR goals.
- Identifies and recommends reasonable short- and long-term goals, milestones, and benchmarks for key performance metrics.
- Based on metrics and analysis, makes recommendations for policies and activities to improve the organizational culture including suggestions to attract and hire qualified candidates, to motivate and retain employees, to address staffing issues, and to maintain legal compliance.

Knowledge, Skills and Abilities:

- Knowledge of and ability to apply and follow the White Earth Reservation Tribal Council and department policies and procedures.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Extensive knowledge of tribal and federal laws that affect WERBC employment policies and practices.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources.
- Knowledge of prevalent laws, departmental policies, procedures, government and tribal regulations.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skilled in both written and verbal communication.
- Skilled in investigatory practices.
- Skilled in data analysis and making recommendations.
- Skilled in organizing and prioritizing work and following assignments to completion.
- Ability to perform mediations with employees, supervisors and executive level leadership.
- Ability to act with integrity, professionalism and confidentiality.
- Ability to work independently and in a team setting.
- Ability to resolve issues and understand when to escalate to the next level.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems, considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Ability to motivate, develop and direct people as the work, identifying the best people for the job, assessing performance and taking corrective action.
- Ability to apply rules and combine information to reach an appropriate conclusion.

Qualifications:

- Bachelor's degree in human resources, or related field preferred and
- At least four years of experience in progressive HR related roles such as job classification and compensation, recruitment, selection, training, employee benefits, investigations, analysis, and compliance or
- Associate's degree in human resources, or related field and six years' experience in the same related areas as described above or a combination of education and experience as described above.
- ATHRP or THRP must be achieved within one (1) year of hire.
- Must have a valid MN Driver's License and proof of insurance for travel between sites.
- Must pass a criminal background check and drug screening.

Mail Applications to:
White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591
Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-4646 | Fax (833) 786-0724