



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

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

Submitted Date 04/15/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: LABOR RELATIONS COORDINATOR			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: OFFICE OF PUBLIC GAMING	Location: Tulsa	Location Code: 33	FT/PT 1-Full Time

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

General Summary:	Under the direction of the Deputy Director and working in conjunction with the Gaming Commission, the HR/Labor Relations Coordinator is responsible for assisting in the recruitment and selection of OPG employees, coordinating the adherent of grievance policies and procedures, over all planning, development, and direction of the staff.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Develop, recommend, and implement adoption of Personnel Policy and Procedures. 2. Develop and coordinate programs to meet specific training need(s) for OPG employees and management staff. 3. Coordinate with Gaming Commission on personnel hearings regarding grievance, disputes, and appeals. 4. Assist management and executive offices with recruiting and onboarding including, interviews, pre-employment processes and hiring, as well as maintaining accurate recruitment files. 5. Responsible for filing and the organization of OPG employee paperwork and personnel files. 6. Assist management and executive offices with HR correspondence and reports. 7. Inform and provide management with up-to-date information regarding labor laws and regulations. 8. Develop and recommend the adoption of code of ethics, employee conduct, and conflict of interest. 9. Performs all other duties as assigned.
Minimum Requirements:	<ol style="list-style-type: none"> 1. Associates degree 2. Six months related experience and/or training. 3. Experience may be substituted for education requirements.
Preferred Requirements:	<ol style="list-style-type: none"> 1. Bachelor's degree (B.A.) from four-year College or university; 2. Or one to two years related experience and/or training; 3. Or equivalent combination of education and experience. 4. Technical writing experience.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses	Must be able to pass background check. Must be able to obtain



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required:	Muscogee (Creek) Nation Gaming License.
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Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- 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.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- 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.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

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 Required

Work Environment:

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

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

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.

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



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other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.