



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 05/26/2022	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: LABOR RELATIONS COORDINATOR			
Pav Grade SG 13	Salary Range \$45,448-\$59,342.40	Classification Full Time	
Department: HUMAN RESOURCES	Location: Okmulgee	Location Code: 51	FT/PT 1-Full Time

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

General Summary:	Under the direction of the Human Resource Manager and working in conjunction with the Office of Administration, the Labor Relations Coordinator Is responsible for updating, communicating and enforcing policies. Evaluate and resolve human relations, labor relations and work related problems between personnel at all levels. Maintains the Career development and Donated Sick leave programs. Manages unemployment and appeals. Manages and negotiates employee complaints, grievances and adverse employment.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Develop and recommend adoption of HR Policy and Procedures. 2. Maintain Policy and Procedure manual in accordance with MCN Law and Employment laws and updates the MCN Website and any other Human Resources Information System (HRIS) that MCN utilizes. 3. Serve as the initial contact and liaison for intake and assessment of employee complaints, grievances or adverse employment. 4. Assist Managers/Supervisor with all Policy, Progress Discipline procedure, disciplinary actions, terminations or any employment related matter.. 5. Provide advice and guidance to employees as it relates to policy, compliance, guidelines or any employment matter. 6. Conduct interviews, investigates and makes determinations on matters related to complaints, grievances and adverse employments; such as harassment allegations, work complaints, or other concerns. 7. Coordinates the Donated Sick leave program from intake, policy, determination and distribution of sick leave. 8. Coordinate the Career Development Program with intake of forms, class schedules, account summaries and determination of payout.



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	<p>9. Inform and provide Management with up-to-date information regarding labor laws, tribal laws and regulations related to employment.</p> <p>10. Assist with recordkeeping related to hiring, terminations, furlough, transfers, and promotions as it relates to policies and agreements.</p> <p>11. Write reports, conduct surveys, interviews, and other research related to human resource polices, compensation, benefits.</p> <p>12. Process Unemployment claims, appeals and serve as a liaison to the Oklahoma Employment Security Commission (OESC) or all unemployment related matters.</p> <p>13. Assist Management during crisis situations; such as labor strikes, to facilitate effective negotiations and resolve issues quickly.</p> <p>14. Additional and other duties may be assigned by Manager at any time.</p> <p>To perform this job successfully an individual should have knowledge of Human Resource systems Processing database storage database Must be proficient in word and excel.</p>
Minimum Requirements:	Bachelor's degree (B. A.) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
Preferred Requirements:	<ul style="list-style-type: none"> • Demonstrated knowledge of employment law, regulations and guidelines related to Human Resources. • Outstanding interpersonal skills. • Exceptional written and verbal communication. • Excellent organizational skills and attention to detail. • Strong analytical and problem-solving skills. • Conflict resolution experience. • Proficient with Microsoft office suite or related software.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

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.



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- 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 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.