



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 11/08/2022	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: HR TRAINER/BENEFITS AUDITOR			
Pay Grade SG 13	Salary Range \$45,448-59,342	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 DIRECTOR & HR MANAGER, the HR TRAINER/AUDITOR will work in conjunction with the Office of Administration/HR STAFF and HR MANAGER. The HR Trainer/Auditor will design training programs that are in line with HR Policies. The HR Trainer will promote classroom learning, demonstrations, 1/1 coaching and online learning. The HR Trainer/A will schedule training sessions to minimize disruption to normal work hours.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Work with the Human Resources Team Members and other Tribal Department to establish overall training objectives. 2. The HR Trainer/Auditor will design programs and work within the existing training to develop training standards for The Muscogee Nation. 3. Over audits on benefits plan, Harford, Met-Law, AFLAC, etc. 4. The HR Trainer/Auditor will have excellent presentation skills to present training programs 5. Good interpersonal and observational skills so that they can assess trainees' understanding and progress, and make any necessary adjustments to the program, as needed. 6. Possess administrative skills to manage training program paperwork and evaluate outcomes. 7. Audits and Maintain records of trainees' progress and achievements. 8. Learns and Assists Human Resources with Personnel, Benefits, and Human Resources Best Practices when needed. 9. Work closely with MCN Vendors on training programs.



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	<p>10. Establish new training annually.</p> <p>11. Schedule training for the year on a quarterly basis.</p> <p>12. Develop surveys and evaluate/interpret the survey data.</p> <p>13. Critical thinking outside the box for development of training programs.</p> <p>14. Provide BOK/AFLAC/BCBS/MET LAW with new participant information.</p> <p>15. Coordinates with Insurance Company/Manager/Employee/HR Staff of processes ongoing.</p> <p>16. Responsible to be HIPPA Compliant at all times</p> <p>17. Answers employee's/supervisor questions regarding employee enrollment benefits.</p> <p>18. Advice management and employees of situations relating to FMLA, ADA, and other guidelines associated with MCN Polices</p> <p>19. Establish by the Privacy Act prohibiting the divulgence of certain information</p> <p>20. Cross train with Tribal Staffing Coordinator on Orientation process.</p> <p>21. Additional duties may be assigned by supervisor at any time.</p>
Minimum Requirements:	Bachelor's degree (B. A) from four-year college or university in Business Administration, Personnel Management or related field. Experience may be substituted for education. Computer literate. Must be able to interact with public.
Preferred Requirements:	Masters Degree in Human Resources Language Skills
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.