



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

**SAFETY SENSITIVE POSITION**

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

Submitted Date 3/19/2024 11:43 AM	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>Training Specialist I-II-III</b>			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: HUMAN RESOURCES	Location: Okmulgee	Location Code: 51	FT/PT Full Time

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

General Summary:	<p>Under the direction of the Human Resources Director, the Training Specialist (I, II, or III) will assist in planning, conducting, or coordinating the training and development activities of Tribal employees.</p> <p>Designation of I, II, or III is based on education, experience &amp; budget allocation.</p>
Principal Duties and Responsibilities:	<p>Duties/Responsibilities: ☐ Administer MCN training and development programs. ☐ Analyze training needs through surveys, interviews with employees, or consultations with managers to develop new training programs or modify and improve existing programs. ☐ Design and create training manuals, online learning modules, and course materials using multimedia visual aids and other educational materials. ☐ Deliver training to employees using a variety of instructional techniques and training and development best practices. ☐ Conduct new hire orientation (on-boarding) sessions and arrange on-the-job training for new hires. ☐ Evaluate instruction and effectiveness of training programs; provide recommendations for improvement; develop testing and evaluation procedures. ☐ Conduct or coordinate annual required training. Develop and maintain training matrix for all positions. ☐ Conduct or arrange for ongoing technical training and personal development courses for staff. ☐ Assist in preparing budget for Training Division. ☐ Provide on-going customer service and response to inquiries regarding training and development. ☐ Maintain knowledge of legal training requirements related to human resources; ensures policies, procedures, and reporting are in compliance. ☐ Works closely with MCN Vendors on training programs. ☐ Analyze and interpret data to create reports on a weekly/quarterly/as needed basis in areas of responsibility. ☐ Maintain employee training files and other related records. ☐ Responsible to maintain HIPPA compliance. ☐ Performs other duties as assigned.</p>
Minimum Requirements:	<p>Training Specialist III Performs work requiring advanced knowledge and exercises discretion and judgement. Education: Bachelor's degree in Human</p>



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	<p>Resources, Business Administration or related field; experience and/or other training/certification may be substituted for education. Experience: Three years related training and development curriculum development, delivery, assessment, and administration experience. Special skills: <input type="checkbox"/></p> <p>Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. Training Specialist II Performs work requiring advanced knowledge and exercises discretion and judgement. Education: Associate's degree in Human Resources, Business Administration or related field; experience and/or other training/certification may be substituted for education. Experience: Two years related training and development curriculum development, delivery, assessment, and administration experience. Special skills: <input type="checkbox"/> Knowledge of training and development practices. <input type="checkbox"/></p> <p>Knowledge of the effectiveness of training methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops. Training Specialist I Education: High School Diploma or GED. Experience: One-year related experience in human resources administration. College courses in Training and Development, Human Resources, Business Administration or related field may be substituted for experience. Special skills: <input type="checkbox"/> Knowledge of office administration practices. All Positions <input type="checkbox"/> Excellent interpersonal and observation skills. <input type="checkbox"/></p> <p>Excellent verbal and written communication skills. <input type="checkbox"/> Excellent presentation skills in a one-on-one or group environment. <input type="checkbox"/> Excellent time management skills with a proven ability to meet deadlines. <input type="checkbox"/> Ability to act with integrity, professionalism, and confidentiality. <input type="checkbox"/> Strong analytical and problem-solving skills. <input type="checkbox"/> Proficient with Microsoft Office Suite or related software.</p>
Preferred Requirements:	<p>Education: Master's degree in Business Administration or related field. Experience: Five years' training and development curriculum development, delivery, assessment, and administration experience. Special skills: Experience working in a diverse multi-cultural organization. Knowledge of the Muscogee (Creek) Nation. Certifications and licenses: SHRM-CP, SHRM-SCP, or THRP. Preference: Muscogee and Indian preference.</p>
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	n/a

- Customer Service:** Responds promptly to customer needs; Responds promptly to voicemails and emails.
- Professionalism/ Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position.
- Time Management:** Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.



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- 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.
- Analytical Skills:** Collects and researches data; Uses intuition and experience to complement data.
- Teamwork:** Balances team and individual responsibilities; Exhibits objectivity and openness to others' views. Gives and welcomes feedback; Contributes to building a positive team environment; Supports everyone's efforts to succeed.
- Leadership:** Inspires respect and trust; Motivates and effectively influences others; Provides appropriate recognition; Identifies and resolves problems in a timely manner; Uses sound judgement; Makes timely decisions.  
Works within the approved budget; Conserves organizational resources.
- Ethics:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.  
Adheres to policies and procedures.
- 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, including cyber security.
- Attendance/Punctuality:** Regular and on time attendance. Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction; Takes responsibility for own actions.

#### 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

#### 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

#### Would this Open Position be considered a Safety Sensitive Position? Check All that Apply

Note: **If any box is checked THIS IS A SAFETY SENSITIVE POSITION (No failed drug test is tolerated).**

- The handling, packaging, processing, storage, disposal or transport of hazardous materials.
- The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.





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- Repairing, maintaining or monitoring the performance or operation off any equipment, machinery or manufacturing process (preparing food where knives and kitchen equipment is used), which could result in injury or property damage.
- Performing Firefighting, First Responder or EMT duties.
- The operation, maintenance or oversight of critical services and infrastructure including but not limited to electric, gas, and water utilities, power generation or distribution.
- Dispensing Pharmaceuticals.
- Direct patient care or Direct Child, Elderly, or Disabled care.
- An individual performing security, surveillance or law enforcement duties.
- Jobs/positions within MCN governed under the rules/jurisdiction of the Dept. of
- None of these apply.

#### **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.

#### **Medical Marijuana License Holder Protection and Non-Discrimination**

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently lose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.