



## Prairie Band Potawatomi Tribal Gaming Commission

14978 West Casino Drive ■ P.O. Box 129 ■ Mayetta, Kansas 66509  
Ph. 785-966-3043 ■ Fx. 785-966-2421

**Open Date: 01/11/2024**

**Close Date: 01/16/2024 @ 4:30 PM**

**Position Title: HR Generalist**

**Reports to: Prairie Band Potawatomi Tribal Gaming Commission**

**Grade: 17**

**Tier: 1**

**Non-Exempt**

The Human Resource Generalist is responsible for providing a wide range of human resource functions and some degree of office management, including initiating effective recruiting, screening, selection, and hiring procedures that attract the best candidates and enhance employee retention. They will be responsible for performance appraisals and corrective actions, facilitating dispute resolution and investigation, managing regulatory and employment requirements, certifying mandatory training and workshop attendance, and ensuring personnel are well informed of human resource policies and programs. This position maintains and updates employee records relating to grade level classifications and FMLP administration, coordinates employee relations initiatives, and provides other Employee Services. Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics. Reads, researches, and provides routing correspondence, drafting letters and documents, and collecting and analyzing information. Provides historical reference by developing and utilizing filing and retrieval systems and recording meeting discussions. Also ensures PBPTGC records and reporting are in compliance with tribal, federal, and state regulations.

The Prairie Band Potawatomi Tribal Gaming Commission is offering a competitive benefits package including health, dental, vision, life, AD&D, voluntary life, voluntary AD&D, short- and long-term disability coverage, along with health reimbursement account (HRA), 19 paid holidays, birthday leave, paid vacation, sick leave & 401K.

To apply contact:

**MAILING ADDRESS**

ATTN: Human Resources Office  
Prairie Band Potawatomi Tribal Gaming Commission  
P.O. Box 129  
Mayetta, Kansas 66509

**PHYSICAL ADDRESS**

Prairie Band Potawatomi Tribal Gaming Commission  
14978 W. Casino Drive  
Mayetta, Kansas

**CONTACT INFORMATION**

Email: [Shawnnaw@pbpgaming.org](mailto:Shawnnaw@pbpgaming.org)  
Fax: 785-966-2421