



Human Resources
Mississippi Band of Choctaw Indians
101 Industrial Road
P. O. Box 6033
Choctaw, MS 39350

JOB ANNOUNCEMENT: #219010

POSITION TITLE: Human Resources Representative-BI Screener
SALARY: Grade 10
OPENING DATE: OCTOBER 30, 2023 **OCT 30 2023**
CLOSING DATE: NOVEMBER 06, 2023
SUPERVISOR: Director of Human Resources
LOCATION: Tribal Office Building , Office of Human Resources
STATUS/CLASSIFICATION: Regular Full-Time/Exempt

SCOPE OF SERVICE:

The Human Resources Representative performs a variety of human resources/background investigations activities ranging from routine to complex, with delegated authority from and under the programmatic supervision of the Director, Office of Human Resources. The Incumbent acts as a liaison between the employee and the Office of Background Investigation. The Human Resources Representative reviews investigative request documentation for accuracy and completeness and processes Background Investigation packets for the Background Investigation Program. The Incumbent corresponds with the applicants for clarifying information, responsible for data entry requirements associated with each record, making case files, forwarding cases for processing, and submits the Background Investigations packet to be reviewed by the Background Investigation Investigator

DUTIES AND RESPONSIBILITIES:

1. Receive, scrutinizes and analyze all Background Investigative material to determine all possible identifying or linking information, matching records, questionable/overlapping elements and viable avenues of investigative pursuit which could a bearing on the individual's ability to hold a suitability clearance;
2. Analyze material and detect misrepresentations of facts, any criminal, immoral, or suspicious conduct, indication of any type of associate with hostile intelligence individuals, organizations, or persons of known or suspected questionable character, or fragments of information which furnish reasons to sustain suspicion that the subject could be a security risk and/or significant target for coercion;
3. Conduct critical analysis of incoming material/correspondence outlining possible serious and/or very sensitive security concerns relating to the most complex security assessment

- issues for the purpose of determining merit for granting, continuing, and/or revoking security clearances and assess authorizations;
4. Referring derogatory concerns to Adjudicator;
 5. Establish and maintain a smooth flow of information between the employee and the Office of Background Investigation;
 6. Conduct regular and ongoing follow-up on all contacts with resources providers to ensure that employees are receiving adequate assistance regarding background checks;
 7. Document all evaluations and interview notes; maintain security and confidentiality of all correspondence and records that meet BIA/BIE and MBCI standards for confidentiality;
 8. Collaborate with partners to streamline process, reduce potential risk, and improve the candidate and/or employee experience.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in Criminal Justice or related academic discipline and five (5) years of supervisory Law Enforcement experience OR Bachelor's Degree and 1 year's work experience in the field of personnel security;
2. Indian Preference will be exercised by MBCI in hiring;
3. MBCI Tribal membership and Veteran's status will be given preference;
4. Strong preference for Choctaw and English Language Bilingualism;
5. Ability to meet suitability standards in background investigation and adjudication similar to law enforcement personnel;
6. Must have never been convicted of a felony;
7. Must possess or be able to attain certification in Employment Investigation & Adjudication Training that meets BIA/BIE standards;
8. Knowledge and understanding of security regulations and policies affecting employment of individuals in Law Enforcement/Child Care (P.L. 101-630; CFR 25 Part 63; P.L. 101-647; CFR 25 Part 12; P.L. 90-618) and local MBCI standards as provided in the Administrative Policies and Procedures;
9. Must possess excellent communications skills, interpersonal and written;
10. Must be proficient in use of Microsoft tools including Excel for the purpose of analyzing and presenting data and metrics;
11. Strong communication and interpersonal skills needed for working with sensitive information;
12. Knowledge in all Federal and Tribal background investigation procedures, and must be current on all Federal and Tribal rules, regulations and procedures;
13. Must be willing to travel as required; and willing to work after normal business hours and on weekends as necessary;
14. Demonstrate familiarity with Federal, State, County and Tribal governmental investigative procedures and practices and the records management process for all applicable Court Systems;
15. Exercise strict confidentiality in all facets of tasks;
16. Maintain current valid Mississippi Driver License;
17. Possess reliable personal transportation and maintain personal liability automobile insurance coverage in compliance with State law;

18. Ability to abide by MBCI's Drug and Alcohol-Free Workplace Policy.

WORK ENVIRONMENT:

1. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.
2. Work primarily will be performed during the standard Tribal business day, but will require some evening, night and weekend activities and work.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350