



HUMAN RESOURCES

TRIBAL OFFICE BUILDING

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MISSISSIPPI BAND OF CHOCTAW INDIANS

101 INDUSTRIAL ROAD / P. O. BOX 6033

CHOCTAW, MISSISSIPPI 39350

JOB ANNOUNCEMENT: #219010

POSITION TITLE: Human Resources Representative/Leave Benefits Coordinator

SALARY: **NEGOTIABLE**

OPENING DATE: **MARCH 16, 2026** **MAR 16 2026**

CLOSING DATE: **MARCH 23, 2026 OR UNTIL FILLED**

SUPERVISOR: Director of Human Resources

LOCATION: Office of Human Resources

TYPE OF EMPLOYMENT: Regular; Full-Time/Exempt

SCOPE OF SERVICE:

The Human Resources Representative/Leave Benefits Coordinator is responsible for the comprehensive administration and regulatory oversight of all employee leave programs, including Family Medical Leave Act (FMLA); Voluntary Leave Transfer Program (CLTP); and Advance Sick Leave (ASL). This position ensures Compliance with federal, state, tribal, and organization policies while safeguarding the organization against financial liability and legal exposures.

This role exercises independent judgement in eligibility determinations, regulatory interpretation, leave designation, and repayment monitoring. The Coordinator serves as the subject matter resource for leave compliance and works closely with Risk Management, Payroll, supervisors, and executive leadership to ensure accurate application of leave policies.

This is a compliance-critical role requiring advanced analytical skills, discretion, and a high degree of professional integrity.

Work is performed under limited supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Human Resources Representative/Leave Benefits Coordinator is responsible for carrying out the work of the organization which include, but not limited to promoting and administering the following programs:

I. Family Medical Leave Act (FMLA):

1. Administers the Tribe's FMLA program in compliance with federal regulations and internal policies.
2. Independently determines employee eligibility and provides required notices within statutory timelines to avoid regulatory penalties.
3. Reviews medical certifications for completeness and coordinates follow-up when clarification is required.
4. Tracks FMLA usage (continuous, intermittent, and reduced schedule leave) and ensures accurate designation and documentation.
5. Maintains confidential medical files in accordance with federal privacy requirements.
6. Communicate with employees and supervisors regarding rights, responsibilities, and return-to-work requirements.
7. Coordinates benefits continuation and leave coding with Payroll and HR.
8. Ensures compliance with all applicable federal, state, and tribal leave laws, where applicable.
9. Advises management regarding leave designation risks and compliance implications.
10. Identifies potential misuse or fraud and elevates concerns appropriately.

II. Voluntary Leave Transfer Program (VLTP):

1. Administers the VLTP in accordance with policy.
2. Reviews applications for eligibility to receive donated leave.
3. Coordinates donation solicitation and approval process.
4. Calculates tax consequences related to use of the VLTP, if applicable.
5. Notifies employees of the taxability of the donation and/or receipt of leave under VLTP, if applicable.
6. Tracks donated leave balances and usage.
7. Ensures equitable and consistent application of program guidelines.

3. Organizational leave policies and benefits structures.
4. Risk mitigation in HR administration.

II. Skill in:

1. Interpreting complex regulations and applying them consistently.
2. Calculating leave accruals, balances and repayment schedules.
3. Maintaining detailed records with a high degree of accuracy.
4. Communicating complex policy information clearly and professionally.
5. Managing sensitive employee situations with discretion.

III. Ability to:

1. Exercise sound independent professional judgment.
2. Handle sensitive and confidential information discreetly.
3. Manage multiple cases simultaneously while meeting deadlines.
4. Work effectively with employees at all levels of the organization.
5. Identify compliance risks and recommendation corrective action.

ADVISORY & COMPLIANCE FUNCTIONS:

1. Serves as subject matter resource for supervisors and employees regarding leave rights and responsibilities.
2. Provides consultation to management regarding complex leave scenarios.
3. Assists in policy review and recommends updates to ensure regulatory compliance.
4. Supports internal and external audits.
5. Maintains leave tracking systems and ensures data integrity.
6. Prepares reports for executive leadership as requested.

DECISION-MAKING AUTHORITY:

This position independently determines leave eligibility, designation status, and repayment compliance within established policy and regulatory frameworks. Complex or high-risk matters are elevated to the HR Director.

PHYSICAL DEMANDS:

1. Prolonged periods of sitting and computer use.

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 person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or 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 not 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 a disciplinary action up to termination. A waiver is not required if no Native American has applied for a position.

IF INTERESTED, SEND APPLICATION TO:

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