



Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Position job description: Human Resource Director

Department: Administration

Reports to Respective Management: Tribal Administrator-Casino GM- KWAHN Corp. Chairperson

Status: Salaried Exempt

Full Time Permanent

Indian Preference: Indian preference in accordance with the Indian Preference Act of 1934, application for this position must include verification of Indian blood, if Indian heritage is claimed.

Purpose

The Pit River Tribe (PRT), Casino, and KWAHN Job description is a management tool to help organize duties and provide employees with the employers expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

Job Summary

Maintains and enhances the PRT Human Resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Ensures that hires, evaluations, promotions, raises, disciplinary actions, and terminations are carried out properly, strictly adhering to the PRT's ordinances, policy, legal, and ethical standards. This position works closely with the Tribal Administrator, Casino General Manager, and the KWAHN Chairperson.

Essential Job Requirements:

Maintains work structure by;

- Updating job requirements and job descriptions for all positions.
- Establishing and implementing personnel policies to facilitate attainment of the mission, goals and objectives of the PRT.

Maintains the organizational staff by;

- Establishing a recruiting, testing, and interviewing program
- Counseling managers on candidate selection
- Ensuring that appropriate licensure or certification requirements commensurate with the job responsibilities
- Ascertaining applicants qualifications by conducting background investigations when appropriate and or required
- Establishing and conducting orientation and training to familiarize all personnel with the PRT's policies, procedures, and facilities

- Conducting and analyzing exit interviews, and recommending changes

Maintains a pay/compensation plan by;

- Conducting periodic pay surveys
- Recommending planning and implementing pay structure revisions
- Comparing recommended pay raises and incentives with budget, and notifying supervisors of variances

Maintains a benefit plan by;

- Studying employee requirements and trends and developments in benefits offered by other organizations
- Analyzing benefit options and predicting future costs
- Studying programs and obtaining advice from consultants
- Preparing and distributing benefit reports
- Developing record keeping systems
- Initiating new hire benefits
- Recording changes
- Establishing and maintain working relationships with benefit providers
- Approving HR/benefit billing statements
- Preparing the benefit and compensation budget for the programs and HR budget

Establishes internal equity by;

- Developing and maintaining a job evaluation system
- Evaluating and ranking positions
- Requiring periodic appraisal of each person's job performance, including current competence
- Requiring periodic review of employee compensation

Resolves manager and employee dissatisfaction by;

- Training managers to coach and discipline employees
- Advising employees and supervisors on interpretation of Pit River Tribes personnel policies
- Investigating complaints and concerns
- Answering questions explaining policies and procedures
- Evaluating and offering possible courses of action
- Providing advice, guidance, and direction
- Monitoring actions in progress and assure proper procedures, thoroughness of documentation and proper considerations of merit are complete
- Assisting employees and managers in the use of the grievance system

Achieves financial efficiency objectives by;

- Assists managers in preparing annual employment and advertising budget
- Studying proportion of pay, benefits, incentives, and intangibles
- Recommends program budget adjustments

Ensures compliance by;

- Complying with applicable federal and state laws and regulations regarding the protection of the health of employees
- Studying existing and new laws and legislation

- Advising management and Tribal Council on needed action
- Establishing controls relating to record keeping of personnel documents of the Pit River Tribe.
- Maintaining the confidentiality, security, and physical safety of data on staff

Maintains professional and technical knowledge by;

- Attending educational workshops and conferences
- Establishing personal/professional networks
- Participating in professional societies

Prepares a monthly human resource report by;

- Collecting, analyzing, and summarizing staff information and trends

Contributes to team effort by;

- Initiating and directing training programs, and in-service for new employees
- Offers information and opinions as a member of the senior management team
- Demonstrate continuous initiatives for improvement of department operations
- Take a systems approach to problem solving and process improvement, which involves staff
- Perform other related duties as assigned

Additional job duties:

- Prepares and monitors indicators for quality and continuous improvement
- Represents PRT with local, state, and federal law issues as required
- Understands the PRT and employees needs, by demonstrating courtesy, diplomacy, and tact during interactions with internal and external entities or individuals

Safety

- Works with supervisors to ensure that paper work is completed for reporting accidents and injuries
- Submits workers compensation claims in a timely fashion
- Monitors orientation and safety training requirements
- Assures that the work environment is safe and implement any necessary changes to ensure staff and client safety

Knowledge, skills, and abilities;

- Knowledge and educational preparation in the in the theories, methods, practices, in the administration of human resources
- Knowledge of the PRT, functions and operations of services
- Knowledge of office equipment and limited maintenance
- Knowledge of word processing and spread sheet computer application skills
- Knowledge and ability to carry out rules of health insurance Portability and Accountability Act (HIPPA)
- Writing skills as would be required for reports, plans, grant proposals, program justifications, etc..
- Ability to read, analyze, and interpret, complex documents
- Ability to respond effectively to the most sensitive inquiries or complaints
- Ability to communicate professionally over the telephone and in person in a positive clear manner
- Ability to communicate orally, and in writing to staff members, professionals, technicians, and clerical
- Ability to multi task when necessary
- Ability to be flexible in order to perform at the highest level as a team player

- Ability to use the maximum degree of professionalism and diplomacy with those who may be experiencing a high degree of stress both mentally and or physically
- Ability to gather, assemble, and analyze facts, draw conclusions and devise solutions to management problems
- Ability to maintain confidentiality of all tribal operations and staff

Writing by hand and using a personal computer. Long hours in front of a computer screen. Frequently required to work extended hours. Attending evening and lunch time meetings as requested. Traveling , occasionally, using air, tribal or personal vehicles to meetings, conferences or other functions.

Licenses;

Possess a current and valid California Drivers license with a record acceptable to the PRT policy and insurance carrier

Education and Experience

A Bachelors degree with emphasis in management or Human Resources Plus a minimum of five years of mid-level management experience is required. Society for Human Resource Management (SHRM) certification or any combination of related education will be considered if the candidate possesses the demonstrated ability.

Working Conditions

Work is performed in a small office with limited storage, filing and work space. Frequent interruptions may occur from staff and managers due to personnel issues.

Working Environment

The environment involves the usual risks and stress of an office environment. The employee is occasionally subject to verbal abuse, threats, and physical violence from angry, hostile, or disgruntled, employees and or family members. This is a high stress position due to complex issues and crises involving staff employment decisions.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at anytime without notice.