

Pit River Tribal Office
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www.pitrivertribe.org



Human Resources Dept.
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez
Tribal Chairperson

Russell Eleck
Tribal Vice Chairman

Tracy Eleck
Tribal Secretary

Brandy McDaniels
Tribal Treasurer

Gary Wilson Jr.
Sergeant-At-Arms

Position Description

Title: Human Resources Director
Department: Human Resources
Reports To: Tribal Administrator
Classification: Exempt/ Full Time
Pay: \$85,000.00-\$95,000.00 DOE

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 Tribe's 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;

- Assisting 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 Resources 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 employee needs, by demonstrating courtesy, diplomacy, and tact during interactions with internal and external entities or individuals

Safety

- Works with supervisors to ensure that paperwork 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 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 of 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
- Attend evening and lunch time meetings as requested
- Traveling, occasionally using; air, tribal or personal vehicles to attend meetings, conferences, or other functions

Licenses

Must possess a current and valid California Driver's License with a record acceptable to the PRT Policy and insurance carrier

Education and Experience

A Bachelor's 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 or family members. This is a high stress position due to the 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 any time without notice

Indian Preference: Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Other duties as assigned: The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's 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.

All candidates: This is a management position so please submit PRT Application, resume, cover letter and 3 professional references for verification of past employment history.