



Hopland Band of Pomo Indians Job Description

Position:	Human Resource Generalist (F/T)
Under the Direction of:	Tribal Administrator
Rate of Pay:	\$20.00 to \$25.00 (DOE)

POSITION SUMMARY: Accomplishes the Tribes Human Resources Department objectives by planning, organizing and directing all required departmental activities and services. Maintains compliance with the Tribe's Personnel Policies and Procedures.

ESSENTIAL FUNCTIONS:

1. Ensures that the employment process is conducted efficiently and professionally and meets all legal compliance policies and practices.
2. Coordinates recruitment processes, internal and external, including: reviewing requests to fill positions; preparing recruitment plans and materials (job postings, advertising, internet postings, etc.); initial screening, preparing and submitting applicant lists for referral to Personnel and/or Selection Committees; sends correspondence, administers pre-employment tests, checks references, verifies employment criteria, handles interview referrals, coordinates pre-employment physical examinations (when applicable), and handles drug and alcohol testing and job offers.
3. Notifies all applicants of job selection outcomes.
4. Conducts new hire paperwork sessions. Arranges and schedules new hire orientations,
5. Promotes Native American Preference; tracks EEO data, hiring, and turnover statistics to ensure maximum match of workforce to client diversity; and prepares related reports as appropriate.
6. Provides administrative and clerical support to the Tribal Administrator and on confidential issues to Tribal Management and Personnel Committee.
7. Assists in the coordination of Family Medical Leaves, PDL, Workers' Comp and other medical, disability and/or personal leave of absence requests. Manages claims and on-going medical care, prepares reports; and on-going communications between Tribe and Third party administrators.
8. Ensures the accuracy and timely processing of all Personnel Action Forms, routing for signature authorizations and data entry in the Employee Master Database for all Personal Action Notices (PAN) processed including new hires, change in status and terminations.
9. Provides assistance in all Labor Relations activities including documentation of disciplinary actions, fact gathering, preparation of summary reports, maintenance of required records for processing grievances, typing and distributing disciplinary action letters/memos, recording disciplinary actions, and providing quarterly statistical reports. Consults on Tribal Employee Policies and Procedures interpretation and represented employee issues, including grievance resolution.
10. Maintains all management training and employee development records and assists in the coordination of department employee training programs. Monitors the timely completion of performance reviews.
11. Maintains strict department confidentiality, and quality to meet professional standards of the department.
12. Responsible for maintaining and updating current Human Resources information on the website, including, but not limited to job opportunities and/or personnel changes.
13. Maintains and updates Personnel Policies and Procedures as needed.
14. Continuously works to improve and enhance our working environment and standards.
15. Maintains all employee & benefit deductions according to policies and procedures; record changes affecting net wages, such as exemptions, insurance coverage, etc. for each employee.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

REQUIREMENTS/QUALIFICATIONS

Education and/or Experience - Associate's Degree (AA or AS) from an accredited college or university preferred and a minimum of three (3) to five (5) years in a human resources work environment, or an equivalent combination of education and experience. High school diploma or equivalent required.

Language Skills - Excellent communication skills both written and oral. Interpersonal skills to deal effectively with business contacts and employees at all levels of the Tribe. Ability to read, write, edit, analyze, interpret, and comprehend all aspects of information pertinent to the HR department, technical procedures, state regulations, business periodicals, instructions, business correspondence, and procedure manuals. High degree of organization and administrative process skills including great attention to detail. Ability to communicate information and respond to questions from groups of managers, staff, visitors and general public. Ability to resolve problems/conflicts in a diplomatic and tactful manner.

Mathematical Skills - Ability to accurately calculate mathematical functions applicable to business needs.

Reasoning Ability - Ability to interpret and follow through on a variety of instructions furnished in written, oral, diagram, or schedule form. Evidence of learning quickly and ability to build on existing business foundations.

Other Qualifications – Proficient in Microsoft Office Products: Word, Excel, Power Point, Publisher and Outlook.

Physical Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast paced work environment and effectively deal with management employees, and others. Is regularly required to sit, stand, walk and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle, or feel. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level in the work environment is usually quiet.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and, in some instances, an extensive background security check.