



Federated Indians of Graton Rancheria

6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ www.gratonrancheria.com

HUMAN RESOURCES GENERALIST

Position Description

Department:	Human Resources
Pay Range:	\$27.66.- \$\$41.49
Hours/week:	40
Classification:	Non-exempt

Reports to:	Human Resources Manager
Effective Date:	January 1, 2018
Effective Date:	December 10, 2018
Type:	Full-time

MISSION STATEMENT

The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and foster the value of education.

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Federated Indians of Graton Rancheria are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Interact in an honest, trustworthy and respectful manner with Citizens, employees, visitors and vendors.
- Comply with the Tribe's policies and procedures.
- Display respect and understanding of the Tribe's culture, traditions and values.
- Maintain a current insurable driver's license.

POSITION PURPOSE

The Human Resources Generalist is responsible for recruitment and hiring, compensation administration, job analysis, assisting the Human Resources Manager with special projects, and assisting management with employee relations, Tribal policies and procedures, employment law, and performance management.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Facilitates the recruitment and hiring process, including job posting/advertising, job application processing, regular communication with candidates and hiring supervisors, job interviewing, assist hiring supervisors with employment paperwork, extend job offers, conducts reference checks, conducts new employee orientations, and research and build new recruitment channels and networks.
2. Creates and maintains position matrix's for all open positions.
3. Reports progress on job vacancies on a regular basis, and provides regular feedback and advice about the performance of the recruitment process.
4. Follows FIGR's hiring practices and policies, i.e. Indian preference.
5. Assists supervisors with internal equity and compensation questions.
6. Assists with department job analysis, reviews and assists with revising job descriptions.
7. Addresses and assists with employee relations issues such as harassment allegations, work complaints, or other employee concerns as requested.

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8. Interprets and explains Tribal personnel policies and procedures.
9. Assists with preparing reports for management and Tribal Council as necessary.
10. Assists supervisors with performance improvement and performance management inquiries.
11. Assists supervisors with disciplinary meetings as necessary.
12. Assists in the development and implementation of personnel policies and procedures.
13. Coordinates and assists all departments with open enrollment, coverage, costs, termination of benefits, and addresses COBRA-related questions.
14. Administers benefit programs and assists in evaluating improvements to enhance the benefit programs.
15. Assists employees with Tribal Family Medical Leave (TFML) administration, and other leave programs.
16. Assists the HR Manager with special projects, such as internal investigations and auditing of personnel files.
17. Assists the FIGR Election Committee preparing packets for candidates, conducting background checks, and informing Committee Chairperson of results.
18. Conducts all background checks for potential Committee members and maintains confidential files for Tribal Council, and Committees.
19. Acts as the primary backup in the absence of the Human Resources Manager.
20. Participates in administrative staff meetings and attends other meetings and seminars as requested by Human Resources Manager including Safety Group meetings.
21. Collaborates and assists finance on employee-related matters as needed.
22. Perform other duties, as assigned.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Eight (8) years equivalent work experience in Human Resources field OR
 - Four (4) years of direct experience in the Human Resources field AND
- Education:
- Bachelor's Degree in Human Resources or related field
- Knowledge, Skills, Abilities, and Other Qualifications:
- Ability to establish and maintain effective working relationships with staff, vendors and the community
 - Ability to multi-task, as well as work independently and with minimal supervision
 - Ability to make use of time in an efficient and productive manner
 - Ability to work and contribute as a team player
 - Demonstrated ability to operate a computer and general office equipment
 - Ability to deal with stressful situations on the phone, as well as in person
 - Ability to exercise good judgment and decision making skills, as well as adhering to high ethical standards and transparency
 - Demonstrated ability to use Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and internet software, and handle storage of electronic files appropriately
 - Knowledge and understanding of employee related topics including: benefits, compensation, recruitment, performance and development, termination, employee relations, and State and Federal labor laws and regulations
 - Must possess excellent written and verbal communication skills including the ability to communicate with the public and possess strong interpersonal skills and present a professional demeanor in all interactions
 - Must be accountable, dependable, reliable, and customer service oriented
 - Must possess strong organization skills with an ability to prioritize
 - Must have A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
 - Must possess strong leadership skills
 - Perform other duties as assigned

PREFERRED QUALIFICATIONS

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- Ten years' of experience in Human Resources
- SHRM or Tribal Human Resources Professional (THRP) Certification

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with Citizens, employees, vendors and staff.
Mental demands:	There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various topics and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has implemented a Tribal and Indian Preference in Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to reasonable-suspicion drug testing.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

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ACKNOWLEDGMENT

I have reviewed the content of the **Human Resources Generalist** position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date
