



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

## HUMAN RESOURCES MANAGER

### *Job Description*

<b>Department:</b>	Human Resources	<b>Reports to:</b>	Director of Human Resources
<b>Pay Range:</b>	\$118,220 - \$165,508	<b>Classification:</b>	Full-time/Exempt

#### MISSION STATEMENT

*The Federated Indians of Graton Rancheria exists to exercise its inherent sovereign powers, customs, and traditions; to perpetuate its 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 the Tribal Citizens; and to foster the value of education.*

#### PURPOSE OF POSITION

The Human Resources Manager (HR Manager) is responsible for supporting and assisting the HR Director in the execution of all administrative and operational functions of the Human Resources Department. The HR Manager will develop, implement, and manage strategic objectives as they pertain to workforce systems, policy, performance, and training development in accordance with the Federated Indians of Graton Rancheria's (FIGR's) overall strategic goals and objectives. The HR Manager will demonstrate effective leadership with ensuring legal compliance in all aspects of Human Resources as it relates to recruitment, benefit administration, training and organizational development, HR records and systems management, following established tribal employment law and practices.

#### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Assists with the development and implementation of the Human Resources strategic plan and departmental goals.
- Leads in the development of a positive organizational transformation as it relates to change management, performance management, to ensure an increase in overall effectiveness.
- Assists directors and managers in recruitment, termination, and other trends having current or forecasted impact on staffing and organizational effectiveness.
- Administers leaves according to policy and ensures timely process of worker's compensation claims.
- Ensures the confidentiality and safekeeping of records, including, but not limited to employees, committee, and tribal council.
- Development of recruitment processes to include, but not limited to, job description development and revisions, market compensation analysis, and demonstrating strong recruitment techniques and resources.
- Development and implementation of all training initiatives across the organization to include, but not limited to New Hire Orientation, Compliance, Safety, Customer Service, as well as employee technical programs as identified by the directors and managers.
- Assists with the selection process to ensure all FIGR preference regulations and/or statutes are followed; ensures that all hiring managers are internally trained to conduct interviews; oversees and ensures all job offers in writing are within the salary scale and meets all qualification requirements.
- Participates in the annual utilization benefit reports to ensure quality service for FIGR employees.
- Establishes and fosters positive relationships with brokers to ensure the best product and service is provided in a customer-service approach.
- Assists with planning and conducts pay, and benefit surveys, analyzes data, and makes recommendations as it relates to the enhancement of benefit programs.
- Identifies organization-wide training needs and develops effective responses to address existing performance deficiencies.
- Develops, recommends, and implements systems and processes to create overall improvement in workforce success: performance, productivity, effectiveness, culture alignment, and employee engagement.
- Conducts employment exit interviews to assess the employees' overall experience and advises appropriate staff of the results in order to improve processes and identify opportunities for improvement.

- Investigates, guides, and provides resolution activities for employee relations issues such as complaints, accidents, conflict resolution, engagement, and morale.
- Identifies, implements, and monitors employee relations and communications including, but not limited to all human resources and FIGR policies, procedures, standards, and government regulations to the workforce and external entities.
- Counsel employees on sensitive personnel matters; facilitates mediations as needed; and maintains highest level of confidentiality.
- Collaborates with those involved with the Risk Management process to include, but not limited to, Safety, Worker Compensation, and Compliance.
- Provides guidance and assistance in a variety of complex assignments, plans, coordinates, and reviews the preparation of various reports, correspondence, tabulations, and summaries.
- Creates, implements, or facilitates various contracts with employees, independent contractors, and HR-related product and service providers.
- Provides support in all local, State, and Federal workforce regulatory, compliance, and reporting requirements when applicable.
- Provides assistance in the Development of the Human Resources Information System, processes, and records management.
- Provides support in administering, enrolling, and maintaining the 401(K) Plan, ensuring compliance with IRS, and DOL regulations.
- Performs other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

Provides direct oversight of the Human Resources Department staff regarding their performance, development, and effectiveness.

#### **MINIMUM MANDATORY QUALIFICATIONS**

- Experience:**
- Five years of relative work experience in Human Resources
  - Three years of supervisory experience
  - Knowledge of tribal, federal, local, and state employment laws
- Education:**
- Bachelor's degree in business administration with an emphasis on Human Resource Management or Organizational Development, or equivalent related experience

#### **PREFERRED QUALIFICATIONS**

- Prior experience in a Tribal government setting
- Eight years of relative work experience in Human Resources
- Master's degree in related field
- THRP, HRCI, or SHRM accreditation

#### **SKILLS, ABILITIES, AND OTHER QUALIFICATIONS**

- Ability to provide leadership in strengthening internal communication with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
- Ability to work independently within established policies, procedures, and schedules.
- Ability to train, develop and coach Human Resources staff and all staff.
- Ability to develop and complete reports in a timely manner.
- Ability to plan and coordinate various and complex projects.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to understand complex financial requirements and policies, including coordination of annual budget process.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to exercise sound judgement and possess problem-solving skills involving concrete variables in standardized situations and the ability to make decisions that are varied, and, in many cases, there is no precedent to draw upon.
- Ability to understand complex financial requirements and policies, including coordination of annual budget process.
- Ability to work with tribal budget stakeholders at all levels (e.g., Finance Department Staff, Program Managers, Department Managers/Directors, Tribal Council, etc.)
- Ability to master and effectively use the database and software systems used at FIGR.

- Ability to establish and maintain strong interpersonal relationships with employees at all levels throughout an organization.
- Ability to adhere to the highest level of professional ethical standards.
- Ability to prepare and make comprehensive presentations, and professionally communicate before an audience.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor work to ensure quality.
- Demonstrate record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural awareness and sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Perform other duties as assigned.

## 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. Early morning, evening, and/or weekend work may be required. Limited overnight travel may be required from time to time.

## TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe, and, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) 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 does not discriminate on the basis of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

## OTHER

**Driving:** All employees must maintain a current and valid California driver's license throughout employment and must be insurable under the Tribe's policy.

**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 is subject to a criminal history background check, a suitability background check, and maybe subject to a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

**Drug and alcohol screening:** All applicants must successfully pass a pre-employment drug and alcohol screening prior to beginning employment and will be subject to reasonable-suspicion drug and alcohol testing.

***DISCLAIMER: THE INFORMATION ON THIS JOB 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 HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.***

**ACKNOWLEDGEMENT**

I have reviewed the content of the **Human Resources Manager** Job Description and have been provided with a copy of the Job 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:

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*Printed name*

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*Signature*

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*Date*