



****NOTICE OF JOB OPENING****

Job Title: Human Resources Manager	Department: Human Resources
Classification: Exempt	Hours/week: 40
Pay Range: \$118,220 - \$165,508	Location: Rohnert Park, CA
Reports to: Director of Human Resources	Type: Full-time
Application Closing Date: Friday, October 4, 2024, at 5:00 p.m.	

Mission Statement: The Federated Indians of Graton Rancheria Tribe 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 Tribal Citizens, and to foster the value of education.

Position Purpose: 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.

Please see Job Description on our [website](#) for full job details.

Qualifications

Experience:

- Five (5) years of relative work experience in Human Resources
- Three (3) 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 experience.

Preferred Qualifications:

- Prior experience in Tribal government setting
- Eight (8) years of relative work experience in Human Resources
- Master's degree in related field
- THRP, HRCI, or SHRM accreditation

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

Background and Pre-employment testing:

Must successfully clear pre-employment testing, including, but not limited to a criminal background check, fingerprinting, and drug and alcohol screening.

Benefits:

FIGR offers a healthy, engaging work environment with a competitive benefit package that includes, medical, dental, vision, and 401K Plan, paid holidays, PTO, Life insurance, Long-Term Disability Insurance, Healthcare FSA, Dependent Care FSA, and meal card. Voluntary supplemental insurance offered through AFLAC.

To Apply: Submit a cover letter, resume and [Tribal Employment Application](#) detailing your education and experience related to the position advertised. Applications can be submitted to: [the Federated Indians of Graton Rancheria Career Portal](#), Jobs@gratonrancheria.com or to the mailing address below:

Federated Indians of Graton Rancheria
Attention: Human Resources
6400 Redwood Drive, Suite 300
Rohnert Park, CA 94928



FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has adopted and implemented a Tribal and Indian Preference 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.

Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.