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DIRECTOR OF HUMAN RESOURCES

Job Description

Department:	Human Resources	Reports to:	Executive Director of Tribal Administration
Pay Range:	\$190,386.00 - \$266,540.00	Classification:	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 the 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.

POSITION PURPOSE

The Director of Human Resources is a strategic and progressive leader responsible for managing the Federated Indians of Graton Rancheria's (FIGR) Human Resources Department while devising innovative and transformative policies, programs, and systems in alignment with Tribal and federal laws and regulations. The Director of Human Resources provides multi-functional Human Resources support at both strategic and operational levels in the following areas: Employee Relations, Classification and Compensation Management, Performance Development, Benefits Administration, Recruitment and Selection (following Indian Preference as outlined in FIGR's Indian Preference Statute), Training and Organizational Development, Workers' Compensation, Leave of Absence Administration, Policy Administration, and other related Human Resources functions. The Director of Human Resources is engaged in a wide variety of organizational priorities and plays an integral role as a change agent in implementing strategic business plans. The Director of Human Resources will manage, oversee and provide guidance to the Human Resources staff.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

Leadership:

- Provides analysis and advice on all matters related to human resources and employee relations.
- Inspires continuous improvement by leading the development, implementation, and assessment of Human Resources' strategic goals, tactical plans, and operational plans, aligning them with the Tribe's strategic plan and priorities.
- Utilizes assessment results to improve Human Resources functions and practices.
- Identifies, defines, and implements solutions that address the needs of the business, while considering broader implications.

Human Resources Operations:

- Manages and oversees the operations and administration of all Human Resources functions.
- Directs and implements all initiatives and projects associated with Human Resources.
- Oversees the use and maintenance of Human Resources Information Systems to process transactions.
- Ensures appropriate department recordkeeping and retention of all necessary files.
- Collaborates with the Finance Department to ensure the integrity and accuracy of payroll and personnel information processes.

Employee Relations:

- Manages employee relations by ensuring that all employees are treated with fairness and consistency.
- Provides supervision, evaluation, and accountability training to supervisors and managers.
- Empowers supervisors and managers to remediate personnel problems and apply employment laws effectively.

Policy:

- Continually evaluates FIGR's Human Resources Policies and Procedures, recommending additions, modifications, and omissions to ensure they remain current and compliant.
- Oversees the enforcement of such policies and procedures related to Human Resources functions.

Recruitment and Staffing:

- Administers recruitment and staffing processes, including guidelines for conducting searches and ensuring compliance with FIGR's Indian Preference Statute, and other applicable laws and regulations.
- Oversees the review of all personnel changes.
- Develops and implements strategies for attracting top-tier talent at all personnel levels.

Performance Management:

- Oversees the implementation of employee evaluation and employee development plans.
- Oversees employee onboarding and training initiatives.
- Coordinates the development and maintenance of job descriptions for all employees.
- Manages employee recognition activities.
- Conducts performance reviews of the Human Resources Department and participates in departmental goal setting.

Compensation and Benefits Administration:

- Oversees the efficient administration of employee benefits, Workers' Compensation, and Unemployment Insurance.
- Leads the development of benefit orientations and benefit trainings.
- Manages and updates FIGR's Compensation Plan and Policy.
- Directs the periodic review, revision, and general maintenance of position classifications, salary grades and salary ranges, working collaboratively to determine implementation and sustainability plans for modifications.

SUPERVISORY RESPONSIBILITIES

- Provides daily supervision and oversight of the Human Resources staff.
- Coaches, develops, and evaluates the performance of the Human Resources staff.
- Provides training for the Human Resources staff, including but not limited to the completion of staff performance evaluations.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | A combination of experience and education may be acceptable. <ul style="list-style-type: none">• Ten (10) years of Human Resources experience at a director level.• Five (5) years of direct management/supervisory experience. |
| Education: | <ul style="list-style-type: none">• Bachelor's degree in human resource management, business administration, or equivalent related field.• Current Tribal Human Resources Professional (THRP) Certification or must be obtained prior to 12 months of employment. |
| License/Certification: | <ul style="list-style-type: none">• Must possess a valid driver's license and be insurable under the Tribe's policy. |

PREFERRED QUALIFICATIONS

- Master's degree in human resource management or related field.
- Human Resources management/supervisory experience for a tribal government.
- THRP, SPHR, SHRM-CP, and/or SHRM-SCP Certification

SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- Ability to exercise sound judgement and possess problem-solving skills involving variables in standardized situations and the ability to make decisions that are varied, and, in many cases, when there is no precedent to draw upon.
- Ability to establish and maintain strong interpersonal relationships with employees at all levels throughout an organization and to lead, create and promote a positive and supportive work environment.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.

- Ability to delegate and conduct oversight appropriately to ensure timely completion of all required tasks and projects.
- 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 adhere to the highest level of professional ethical standards.
- Demonstrate a solid understanding of and ability to manage organizational structures and adherence to chains of command.
- Demonstrate advanced analytical, organizational, and problem-solving skills.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor own work to ensure quality.
- Demonstrate a record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural 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.
- Ability to 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

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 may be 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 IN THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES HIRED FOR 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 **Director of Human Resources** job description and have been provided with a copy of the job description. I certify that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodation required to perform these functions:

Printed name

Signature

Date