



## DIRECTOR OF HUMAN RESOURCES

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

<b>Department:</b> Human Resources	<b>Reports to:</b> Executive Director of Tribal Administration
<b>Pay Range:</b> \$190,386 - \$266,540	<b>Classification:</b> Full-time/Exempt
<b>APPLICATION CLOSING DATE: Open until filled</b>	

**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 the 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 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.

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

### **Qualifications:**

A combination of experience and education may be acceptable.

#### **Experience:**

- Ten (10) years of Human Resources experience at a director level.
- Five (5) years of direct management/supervisory experience.

#### **Education:**

- 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:**

- 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.

### **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](mailto: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.