FEDERATED INDIANS OF GRATON RANCHERIA

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

HUMAN RESOURCES GENERALIST

Job Description

Department:	Human Resources	**Reports to:**	Human Resources Manager
Pay Range:	$35.29 - $49.40	**Classification:**	Full-time/Non-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 Tribal Citizens; and to foster the value of education.

POSITION PURPOSE

The Human Resources Generalist is responsible for completing a variety of tasks to support daily operations in the HR department. This position provides technical Human Resources assistance in a professional manner for a wide range of human resources activities such as recruitment, onboarding, benefits administration, leave processing, data collection/reporting, employee relations, and other HR activities all in support of FIGR's Mission, goals, and objectives.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

The following duties are considered essential for this job classification:

- Assists with recruitment and selection activities by preparing materials, screening applications, scheduling, coordinating, and proctoring interviews, sending applicants notifications, extending employment offers, and conducting reference checks.
- Assists with the coordination of performance evaluations.
- Conducts onboarding activities including coordinating requests from hiring managers, conducting new employee orientations, and assigning appropriate trainings.
- Communicates with HR employees on recruitment status updates.
- Follows FIGR's hiring practices and policies.
- Assists with revising and formatting position descriptions, ensuring accuracy.
- Interprets, Tribal personnel policies and procedures to employees.
- Collects data to prepare department reports as needed.
- Assists managers and supervisors with addressing employee performance management inquiries.
- Administers employee benefit programs and assists in evaluating potential areas of enhancement.
- Coordinates and assists all departments with open enrollment benefit election changes and inquiries.
- Assists with COBRA coordination.
- Maintains communication with employees regarding Tribal Family Medical Leave (TFML) administration, and other leave programs.
- Assists with Tribal Government board, and Committee onboarding, such as preparing packets for candidates, and conducting background checks.
- Maintains secure, confidential files in multiple forms.
- Conducts personnel file audits.
- Documents COVID-19 related to matters according to FIGR policies.
- Enters and maintains data in various software databases.
- Assists the HR Manager and Director with special projects as assigned.

- Understands and maintains up-to-date knowledge of federal, state, and tribal laws, and its relations to human resources practices.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

MINIMUM MANDATORY QUALIFICATIONS

Experience:
- Four years of direct experience in the human resources field, prefer HR Generalist experience; experience working with HRMS/HRIS systems.

Education:
- High School diploma or equivalent (GED) required; HR Certificate from an accredited college, or bachelor's degree in a related field preferred.

License/Certification:
- Must possess a valid driver's license and be insurable under the Tribe's policy.

PREFERRED QUALIFICATIONS

- TPHR, PHR or SPHR-CP preferred but not required.
- Associate degree or bachelor's degree in human resources, or related field

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 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 master and effectively use the database and software systems used at FIGR.
- Ability to adhere to the highest level of professional ethical standards.
- 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:

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, (No travel during COVID-19 Pandemic).

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. Talking and hearing are essential to communicate with FIGR Citizens and officials, employees, vendors, and staff.

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.

<u>DISCLAIMER:</u> 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 **Position Title** 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 accommodations required to perform these functions:

_____

_____

_____ _____

Printed name *Signature*

_____

Date