FEDERATED INDIANS OF GRATON RANCHERIA

Human Resources Generalist

NOTICE OF JOB OPENING

Department: Human Resources	**Reports to: Human Resources Manager**
Pay Range: $35.29 - $49.40	**Classification: Full Time/Non-Exempt**
APPLICATION CLOSING DATE: Friday, November 23, 2026 @ 5:00 p.pm., PST	

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:

Please see Job Description on our website for full job details.

Qualifications:

Experience:

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

Education:

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

License/Certification:

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

Preferred Qualifications:

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

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.