



Vacancy Announcement

Title: Human Resource Generalist/Recruiter

Reports to: Human Resource Manager

Location: Yreka, CA

Salary: Salary Level 8, depending on experience

Classification: Full-time, Regular, Non-Exempt, Non-Entry Level

Summary: The HR Generalist Recruiter will assist in reviewing applications, resumes and reference checks on potential new hires. This position will also be responsible for assisting with the administration of all benefits and retirement programs, including medical, dental, vision, life insurance, short and long term disability, workers comp and 401(k). This position will be assisting in the new hire orientations as long with ordering and maintaining uniform inventory.

Application Deadline: November 22, 2019 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at www.rainrockcasino.com just click on the tab for Rain Rock Casino. The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check

Job descriptions are available online at: www.rainrockcasino.com or by contacting the Human Resource Department, Telephone (530) 598-5445, Address: 777 Casino Way, Yreka, CA 96097 or e-mail dbernal@rainrockcasino.com



Position Description

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Reports to:	Human Resource Manager
Location:	Yreka, CA
Salary:	Salary Level 8, depending on experience
Classification:	Full Time, Regular, Non-Exempt, Non-Entry Level

Summary:

The HR Generalist Recruiter will assist in reviewing applications, resumes and reference checks on potential new hires. This position will also be responsible for assisting with the administration of all benefits and retirement programs, including medical, dental, vision, life insurance, short- and long-term disability, workers comp and 401(k) plan.

Responsibilities:

1. Prepare and review packets with new hires, sets gaming appointment with Compliance for intake, follows up with status with management.
2. Prepares new hire weekly orientation and list for HR Manager and distributes list
3. Conducts and organizes new hire orientation
4. Organizes and prepares new hire and benefit files
5. Files and assist HR Manager
6. Order and keep up with inventory on uniforms shirts.
7. Ensures the accuracy of all benefits enrollments in the HRIS to provide vendors with accurate eligibility information.
8. Assists with new-hire orientations.
9. Performs quality checks of benefits-related data.
10. Assists employees regarding benefits claim issues and plan changes.
11. Distributes all benefits enrollment materials and determines eligibility.
12. Enrolls employees with carriers and process life status changes.
13. Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.

14. Responds to 401(k) inquiries from managers and employees relating to enrollments, plan changes and contribution amounts. Manages the annual catch-up contribution enrollment.
15. Assists with the open enrollment process.
16. Administers the tuition reimbursement program.
17. Provides necessary reports for allocation/billing charges.
18. Communicate effectively both orally and in writing.
19. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Competencies

1. HR Expertise.
2. Communication.
3. Relationship Management.
4. Ethical Practice.

Level of Authority & Restrictions

This position has no supervision responsibilities.

Work Conditions & Environment

While performing the duties of this job, the employee regularly works in an office setting.

1. The noise level in the work environment is usually loud.
2. Must be available to work in a smoke-filled environment.
3. Must be able to multitask.
4. Must be able to handle mental and physical stress.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

Travel

Local travel to various worksites is required.

Required Education and Experience

[Indicate education based on requirements that are job-related and consistent with business necessity. See examples below.]

1. Associate degree in HR or related field, but experience and/or other training/certification may be substituted for the education.

2. Two years' experience in HR and/or benefits administration.

Preferred Education and Experience

1. Bachelor's degree in human resources or related field of study.
2. Prior customer service experience.

Additional Eligibility Qualifications

1. Demonstrated experience with MS Office products, particularly Excel.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____