

Human Resources Manager

Reports To: Tribal Council

Location: Happy Camp Administration Office

Supervises: Administrative Assistant, Administration Receptionist, Administrative Custodians

Salary: \$35,000 to \$45,000, depending on experience

Summary: Shall under administrative direction, plan, organize, coordinate, and manage the personnel management programs, operations, and functions of the Tribe. Shall supervise and oversee duties of Administrative Assistant and Administration Receptionist. Shall assist with employer-employee relations, perform a variety of professional personnel activities, and do related work as required.

1) What are your typical job responsibilities?

I handle all personnel related functions from hiring to termination including posting job vacancies, coordinating interviews, making offers of employment, orientation of new employees, processing benefit paperwork, advising on proper protocol for discipline, documentation, and termination. I also serve as the Tribal Council Recording Secretary for Regular Tribal Council and Planning Meetings. I am responsible for many other tasks such as coordinating Tribal events, answering questions both internal/external, working with the public, notarizing documents, writing/revising/interpreting policies, procedures, and forms and many, many other items I am sure I am forgetting.

2) How do *really* spend your day?

I spend the majority of my time responding to requests for information from staff and the public through email, in person, and telephone contact. With over 200 employees throughout the Tribe and its entities and myself being the only staff member in Human Resources for all of those employees, I have many individuals to communicate with on many different topics. I am responsible for distributing pertinent information to all staff as necessary such as coming events, pending deadlines, policy changes, new procedures, benefits, etc. I participate in meetings as needed and travel only when necessary. I draft documents for Tribal Council and staff. I work closely with fellow Administrative Managers on collaborative projects and brainstorm on future opportunities for the Tribe.

3) How do you organize your day to ensure you get everything done?

I would be lost if I did not have Microsoft Outlook. I use it for email, coordinating my schedule, requesting attendance at meetings, and managing my to-do (task) list. I take my task list and break it down into due dates in order to keep on top of priorities that must be met. This allows me to freely attend last-minute meetings and respond to information requests without losing track of the items that must be completed that day. It is a constantly evolving list that changes at least ten times each day as items are re-prioritized based on other events that unfold.

4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

My first job was in the Accounting Department of the US Forest Service where I decided I wanted to pursue a career in Accounting so I enrolled in a three year Bachelor's Degree Program

to become a CPA. I then decided that I really did not want to live away from this area and returned without completing school. I went to work at the Housing Authority answering phones and then worked my way through several positions while attending online/evening college classes and receiving “real-life” training to eventually be in this position for the past five years.

5) Uppers; what is the thing that you love most about your job?

I love the fact that I never know what to expect each day. I never know when I walk in the door what events will unfold and what opportunities will present themselves. I thrive on change and have no problem adapting to it as it comes.

6) Downers; what is the thing that you love least about your job?

I least love the amount of paperwork that comes through a Human Resources office. There is a piece of paper to memorialize EVERYTHING that happens. But, I must practice what I preach; document, document, document. You can never have enough documentation to back you up in this line of work. I sometimes joke that my job title should be “Professional Paper Pusher”!

7) What inspires excites and/or motivates you in your job?

I feel extremely fulfilled when I know that something I did made a difference to someone else either by helping them, providing them with information, giving them advice, or just simply listening to them and making them feel validated. Another motivator for me is to see a project that I have helped with succeed and be complete even if I only helped in a small way; it makes me feel like I have accomplished something.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

An average work week for me includes anywhere from 45-55 hours depending on meetings and traveling. I usually work through lunch and Tribal Council Meetings can run from 5 PM until about 12 AM so I can put in nearly two full 8 hour days in one on those days. The meetings also rotate between Happy Camp, Orleans, and Yreka so that adds some travel time putting me home at 1 or 2 AM.

9) How do you relieve stress?

Amazingly, I do not feel stressed very often. Usually when I do feel stressed is because of an impending deadline I am procrastinating on, so getting whatever it may be done, removes the stress. I have learned over time to leave work at work when I walk out the door and not allow it to consume my personal time which also makes for a much lower stress level. I find it necessary to maintain that balance between work and personal life to keep my sanity. Knowing that I am top of my schedule allows me to feel confident I am not going to miss anything that I am juggling.

10) Does your job include a lot of traveling? Do you enjoy it?

The only traveling my job includes is for Council Meetings or training conferences which are not very often. Of course I enjoy seeing new things and going new places but not as much as I enjoy coming home after being away!

11) What advice would you give to someone interested in this line of work?

I would advise them to build their knowledge and skill base in the following areas; time management, self motivation, organization, professional writing, diplomatic communication, and employment law just to name a few. It takes a pretty broad range to hit all necessary items and many cannot be learned from a book.

12) What does “a day in your world” look like?

I haven't had time in my day to do this yet – coming soon!