

POSITION DESCRIPTION

Title: Human Resources Manager

Reports To: Tribal Chairman

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.

Responsibilities:

1. Shall plan, organize, and administer Personnel functions including but not limited to the recruitment, selection, classification, wage and salary, employee/employer relations, personnel file maintenance, and employee benefits in close coordination with the Executive Director of Health and Human Services and Tribal Council.
2. Shall advise and counsel management and employees on matters pertaining to employee evaluations, employee/employer relations, grievances, complaints, disciplinary actions, etc. in accordance with Tribal policies.
3. Shall maintain current Tribal Policies and Procedures develop and implement new policies and procedures, and forward comments and suggestions as necessary.
4. Shall maintain the confidentiality and security of all personnel records. Shall audit all personnel files for completeness and notify employees and Directors of missing documentation. Shall create a tickler file to notify employees and Directors of pending employee reviews and other renewable documents 60 days prior to expiration.
5. Shall post vacancies in compliance with the Karuk Personnel Policy Manual. Shall develop accurate position descriptions prior to posting positions, including obtaining Council approval when necessary. Shall be available to answer any questions applicants may have regarding a vacancy. Shall receive and safeguard employment applications and purge as necessary.

6. Shall coordinate with Directors and TERO on selection of applicants to be interviewed and compose an interview panel in compliance with policy. Shall set up interviews with applicants selected and notify them of their interview times and locations. Following interviews, shall notify applicants not selected in a timely manner. Shall prepare interview packets including coordinating with Directors to establish interview questions, conducting necessary typing or other clerical efficiency tests.
7. Shall orient all new employees to the Karuk Personnel Policy Manual and be available to answer employee questions. Shall prepare and maintain all forms necessary to orient new employees. Shall either perform the orientation or forward paperwork to the Supervisor.
8. Shall receive and process all paperwork for new employees, forwarding information to other departments as necessary. Shall schedule all drug screens and criminal background checks for employees and notify them of time and location of test, ensuring that they have the proper paperwork to take to their appointment.
9. Shall maintain an electronic database of personnel information and produce reports as requested.
10. Shall review and maintain documentation pertaining to Employee Insurance and be available to answer employee questions. Shall monitor monthly reports and add/delete employees as necessary. Shall review monthly billing statement and forward to Finance for payment.
11. Shall maintain the confidentiality of all correspondence with and to the Executive Director. Shall answer phones, schedule appointments, and file documents for the Executive Director. Shall assist the Executive Director with spreadsheet development and associated charts.
12. Shall either attend or supervise the clerk who will attend all Tribal Council and Health Board meetings and record the minutes. Shall ensure that minutes are approved and distributed in a timely fashion.
13. Shall oversee preparation of correspondence distributed to Tribal Council. Shall oversee the distribution of incoming mail to the Tribal Council.
14. Shall oversee the preparation of Tribal Council and Health Board meeting agendas and packets. Shall ensure packets are distributed in a timely fashion.
15. Shall oversee the preparation of Tribal Resolutions and ensure their proper retention and distribution.
16. Shall oversee the polling of Tribal Council and Health Board members on telephone votes and approve the written record prior to its inclusion in Council/Health Board packets.
17. Shall prepare or oversee preparation of Tribal Council correspondence both within the organization and with outside agencies as requested.
18. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.

19. Other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess high school diploma or equivalent. At least three years experience in administrative and clerical duties is required.
2. Must have excellent organizational skills and be able to work independently. Must be able to coordinate and/or perform multiple tasks of complex nature requiring discerning judgement and ability to delegate effectively.
3. Must have demonstrated ability to speak clearly and assertively in face-to-face, as well as telephone communications.
4. Must have excellent computer skills will knowledge of Microsoft Office including Word and Excel. Must have excellent clerical skills and the ability to manage in excess of 125 employee personnel records.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must adhere to confidentiality policy.
7. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: June 27, 2002/Revised March 24, 2005

Chairman's Signature: _____

Employee's Signature: _____