



Position Description

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

Summary:

The Human Resource Specialist position is responsible for the recruiting success throughout all casino departments. The Human Resource Specialist will play a critical role in ensuring we are hiring the best possible talent. Responsible for all administrative duties in regard to recruitment and Human Resource functions including but not limited to accepting job applications, giving job opening information to all inquiries, collecting data and compile reports, and updating websites.

Essential Duties and Responsibilities:

1. Maintain and evaluate effectiveness of online recruitment software.
2. Assists applicants in the RRC application process and answer any inquires.
3. Perform applicant pre-screening interview and testing.
4. Confers with management and supervisors to identify job specifications, job duties, qualifications, and skills.
5. Provides HR Manager with recommendations on improvements with current systems and procedures.
6. Coordinates with department managers to ensure they receive appropriate training for Human Resource processes.
7. Coordinate with managers to review applications to identify qualified applicants to interview.
8. Ensure Native American Hiring preference is applied in accordance with the policy and procedures.
9. Produce, distribute, and maintain supplies for drug testing packets.

10. Coordinate new hire packets and ensures forms are current and available to compile these packets.
11. Schedule interviews and provide completed interview packets.
12. Screen and refer candidates for additional interviews with other departments.
13. Prepare orientation training with all Team Members and new hires.
14. Prepare and process onboarding new hire team members.
15. Must maintain confidentiality of all information received.
16. Maintain, develops, and coordinates all job advertisements and writes job postings.
17. Complete postings and process invoices with outside newspaper and website vendors.
18. May assist Compliance with potential Team Members with gaming license process.
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.

Required Education and Experience

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

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_____