

YUOK TRIBE-JOB DESCRIPTION

Human Resource Director

Job Title:	Human Resource Director				
Job Grade:	12/13	FLSA Status:	Exempt	Location:	Klamath/Eureka/Weitchpec
Department:	Human Resources		Division:	Administration Division	
Reports To:	Deputy Executive Director of Administration				
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$79,913-\$104,270/\$94,099.20-\$122,761.60				

POSITION SUMMARY:

This position is under the general supervision of the Deputy Executive Director of Administration and will serve as the Human Resource Director of the Yurok Tribe and staff advisor to the Executive Director in all personnel matters. Provide all aspects of the personnel program including staffing, classification placement, recruitment, labor, and employee relations. Supervise Human Resource staff.

DUTIES AND RESPONSIBILITIES:

1. Provides supervision, coordination, and direction for staff members of the Human Resource Office. This includes providing technical guidance to staff on procedures, regulations, and new instructions.
2. Provides guidance to employees in matters pertaining to personnel policies, rules, and regulations.
3. Provides information to employees on their rights and entitlement to employee benefits such as health benefits, life insurance, workers compensation, and Employee Assistance Program.
4. Determines qualifications involving initial appointments, promotions, reassignments, etc. of all positions. Analyzes jobs and occupations to establish skills, experience, and training required.
5. Provides technical guidance and assistance to Directors, Program Managers, and supervisors in resolving complicated staffing and recruiting problems.
6. Develops sources of recruitment and alternative methods for filling positions. Identifies qualified candidates for staffing delegated occupations and insuring candidates are given proper consideration in accordance with the existing Tribal Policies.
7. Responsible for recruitment of all new employees, this includes overseeing interviews and insuring applicants meet required qualifications. This involves working closely with supervisors when screening applicants and their references.
8. Orientates new employees and conducts follow-up interviews with employees to determine if additional orientation is needed.
9. Prepare budgets, personnel reports, and monthly reports to Council.
10. Maintains all policies pertaining to personnel in conjunction with Personnel Committee and presents to Tribal Council for final approval.

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11. Reviews new or changed wage schedule. Provides assistance to Personnel Committee in development of proposed changes to wage schedule.
12. Reviews new or changed position descriptions for adequacy and accuracy. Provides assistance to management in restructuring individual positions and in preparing position descriptions. Reviews and makes recommendation to Executive Director and Tribal Council.
13. Develops efficient and responsive systems within the Human Resources Department to meet demands of Divisions and Departments.
14. Responsible for accurate and timely completion of all employee hiring forms for operational use.
15. Responsible for maintaining confidential, organized personnel files and recordkeeping.
16. Ensures all complaints and grievances are processed timely and objectively per policy.
17. Assists Directors, program managers and supervisors in identifying and resolving conduct and performance problems of subordinates. Verifies and analyzes facts and issues relative to disciplinary action. Research regulations and recommends course of action to supervisor. Prepares case, including proposal and decision letters. Ensures action is technically correct and in accordance with the Tribal Policy procedures, and good management practice.
18. As directed by Executive Director, represents Yurok Tribe at personnel related hearings and investigations.
19. Establish and maintain an effective working relationship with the Tribal Council, other Tribes, governmental agencies and jurisdictions, businesses and the general public.
20. Provides assistance to directors, program managers & supervisors concerning training needs, sources of training, its design and presentation, and evaluation of results.
21. Ensures that the programming and budgeting of the manpower, funds and facilities are in support of the training program, conform to all applicable regulations and policies.
22. Must create and conduct basic training for employees, including but not limited to: confidentiality; social media, workplace conduct, etc.
23. Must keep up to date on new Human Resources laws and regulations that affect tribal government.
24. Participates in the Employee Relations and Workplace Safety Committee providing information and guidance.
25. Ensures that guidance is provided to supervisors in planning job-related career development activities for the employees and that employees are encouraged to undertake self-development activities.
26. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Perform the full range of supervisory duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment, and capabilities of employee. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction, and guidance to subordinates on work and administrative matters. Interviews candidates and makes recommendations for selections, promotions, or reassignments. Resolves complaints

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from employees, referring group or serious complaints not resolved to higher level supervisor. Effects minor disciplinary actions. Determine developmental or training needs of employees.

MINIMUM QUALIFICATIONS:

- Must have the ability to interpret Tribal policies, State, Federal and other governmental rules, laws and regulations.
- Ability to plan and schedule workload independently and is expected to reach, and report independently, conclusions to Executive Director.
- Previous experience working with Tribal and/or Native American organizations.
- Ability to interact with the public, including under possible adverse or volatile situations.
- Highly skilled in human development with ability to motivate and empower others and ability to relate positively to diverse people in a variety of situations.
- Highly skilled in communication both in writing and verbally.
- Must be able to create and conduct basic training classes.
- Must possess management and executive level knowledge and ability. Extensive administrative experience is required. Such experience must demonstrate comprehensive knowledge of planning, organizing, directing, controlling, and evaluating activities.
- All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy including pre-employment screening.
- Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
- Must pass a comprehensive background check.

EDUCATION/EXPERIENCE:

- G 12: bachelor's degree from an accredited college or university in Human Resources Management, Supervisory Management or Business Administration AND a minimum of ten years' experience working in Human Resources (Personnel).
- G13: master's degree in human resource management, Supervisory Management or Business Administration and a minimum of seven years' experience working in Human Resources.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

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Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.

VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date