



TRIBAL GOVERNMENT
Human Resource Generalist
Position Description

Reports to: Chief Financial Officer	Open: 7/2/18
Job Class: Exempt; 40 hours per week	Closes: 7/20/18
Email or fax resumes to: gallen@rollinghillscasino.com	Projected Start Date: 9/1/18
Fax: 530-824-2081	

Preference given to Tribal Members of Paskenta Band of Nomlaki Indians.

DESCRIPTION & DUTIES

Provides administrative support across multiple areas of human resources under the direct supervision of the Chief Financial Officer.

The ideal candidate uses discretion and independent judgment to organize work effectively to meet critical administrative deadlines; completes projects and special assignments by establishing objectives, determining priorities, managing time, monitoring progress, problem solving and adjusting plans and priorities as needed

Must be comfortable managing multiple priorities, assigning priorities, setting up and documenting processes, finding efficiencies and managing communications to implement processes and very effective time management and communication skills for the organization

Duties may include the following:

- Recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development, training and special projects.
- Gathers information, prepares reports and processes various applications, employment, enrollment, pay changes and informational/confidential forms and records.
- Maintains and distributes current employee information, policy and procedure manuals and other communications as appropriate.
- Assists with the development, implementation and monitoring of tribal government and Clinic human resources policies, procedures and programs, and their dissemination through employee booklets, communications and/or meetings.
- Prepares reports in conformance with legislated requirements or organization needs.
- May conduct and summarize internal and external surveys to gather information for policy development and planning.
- Maintain confidentiality of government and operational information.
- Provide excellent customer service to internal and external stakeholders.

KNOWLEDGE, SKILLS & ABILITIES

- High level of organizational skills, and ability to communicate effectively
- Demonstrated high level of time management skills and efficiency in office procedures
- High level of ability to act independently, but maintain effective level of communication
- Demonstrated computer literacy, including proficiency in Microsoft Office software skills
- Excellent command of English language, spelling, grammar and punctuation.
- Very strong interpersonal and effective communication skills, both written and verbal
- Principles and practices of record keeping, ability to maintain accurate and up to date files for the office.
- Ability to exercise discretion, maintain strict confidentiality and adhere to the Tribal Code of Ethics at all times.
- Independently perform difficult administrative and support work involving the use of independent judgment and personal initiative.
- Local travel is occasionally required. Travel outside of the state is infrequently required. Typical travel time is generally less than a week.
- Ability to type 50 wpm.
- Ability to lift up to 25 lbs. safely.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

- Bachelors' Degree from an accredited college *or* university and a minimum of five (5) years of Human Resources experience, or an equivalent combination of both.
- Must be able to complete and pass background investigation, possibly including fingerprints.
- Possess valid California Driver's License or equivalent and be insurable by the Tribe.

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions.

COMPENSATION: DOE.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE OF WORK BEING PERFORMED BY THE INDIVIDUAL IN THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR SKILLS REQUIRED OF PERSONS ASSIGNED IN THIS CLASSIFICATION.