



IN-HOUSE POSTING



POSITION: Human Resources Director
Full Time (Smith River Rancheria & Lucky 7 Casino)

WAGE: DOE/Exempt

POSTED: 12/14/2010
Open until filled

Position Summary:

The Human Resources Director will be responsible for overall personnel management for Smith River Rancheria/Lucky 7 Casino, which includes recruitment, employee relations, employee benefits program, salary administration, workers compensation, grievance and appeal system, automated personnel records management. The Human Resources Director will serve as guidance pertaining to hiring, termination or other disciplinary measures. Human Resources Director will issue directives to departments when personnel actions are necessary and departments are not following through.

Duties and Responsibilities: include the following. Other duties may be assigned.

- Administer and enforce the day to day operations of the Human Resources Department.
- Responsible to oversee the overall recruitment process and implement policies and procedures to ensure proper controls are in place.
- Maintain and update existing Human Resources Policies and Procedures.
- Design, implement and manage the tribe's compensation plan, reviewing it on a regular basis making recommendations to the Tribal Council for adjustments.
- Responsible for overseeing and approving of employee labor relations, coordinating employee grievances and appeals, disciplinary actions, and ensuring compliance with tribal and federal employment laws such as FMLA, ADA, etc.
- Complete required Human Resources documents for new hires, process and code Human Resources actions into the automated data process system.
- Monitor alcohol and drug screening program.
- Responsible for coordinating with program directors to establish training and development associated with their specific area needs and to ensure consistency throughout the organization.
- Administer and coordinate the employee benefits program, which includes EAP, and 401(k) retirement, and workers compensation program.
- Maintain classification records by research to develop and write position descriptions to meet program objectives for each position.
- Coordinate performance evaluations for all employees based upon their probationary and anniversary dates. Send, review and file copies in the personnel folders.
- Establish and maintain a process for employment background checks.
- Provide employment counseling, career development and youth services to employees, community residents and staff.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- A bachelor's degree required, master's preferred, plus five years of professional Human Resources management experience or a combination of education and management experience to coordinate a Human Resources program.
- Prefer Human Resources management experience in a tribal or governmental setting.
- Computer knowledge and have knowledge of an automated payroll system.
- Must be able to write, interpret and explain complex Human Resources policies, procedures, laws and regulations such as the Fair Labor Standards Act (FLSA), Indian Civil Rights Act Indian Preference, Workers Compensation (SIIS), COBRA, Employment Laws and regulations.
- Knowledge of classification procedures must be able to write, amend and change new or revise existing job descriptions.
- Ability to express ideas effectively, orally and in writing.
- Be able to make oral and written program report to the Tribal Council on a monthly basis or when requested.
- Skill in effective interviewing techniques to obtain sensitive information for employment applications, education, background checks and references checks.

- Be able to work in a diverse cultural setting due to the sensitive nature of the position.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

- Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.
- Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand walk 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 regularly lift and/or more up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

Works in office areas as well as throughout the facility.

CONTACT HUMAN RESOURCES FOR FURTHER DETAILED JOB DESCRIPTION INFORMATION AND TO SUBMIT AN APPLICATION.