

Tolowa Dee-ni' Nation

Position Description

Title: Human Resources Director
Class: Management
Status: Full Time
Supervisor: COO
Effective Date: August 1, 2017

Department: Human Resources
FLSA: Exempt
Pay Grade: 11-12 (\$28.88 - \$45.87)
Subordinates: HR Generalist
Grant Funded: No

Position Summary:

The Human Resources (HR) Director originates and leads HR services, policies, practices, and objectives that provide a team member oriented, high performance culture that emphasizes quality, productivity standards, goal accomplishments, and the recruitment and ongoing development of a strong workforce with a focus on Tolowa Dee-ni' Nation tribal members.

The ideal candidate has HR leadership and maintains Senior Professional Human Resources (SPHR) or Professional Human Resources (PHR) certification, maintains active affiliation with appropriate HR networks and organizations, and has specialized training in one or more of the following areas: employment law, compensation, organizational planning, organizational development, employee relations, and labor relations.

Duties and Responsibilities:

1. Manages the overall HR services, policies, and programs such as the following major areas.
 - Recruiting and staffing
 - Team member orientation
 - Employee relations
 - Performance management and improvement systems
 - Compliance with regulatory concerns
 - Organizational planning
 - Policy development and documentation
 - Team member and community communications
 - Compensation and benefits administration
 - Team member safety, welfare, wellness, and health
2. Evaluates procedures and technology solutions to improve HR data management.
3. Coordinates the use of insurance brokers, insurance carriers, pension administrators, and other outside sources.
4. Conducts a continuing study of all HR policies, programs, and practices to keep management informed of new developments.

5. Develops and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the Tolowa Dee-ni' Nation.
6. Establishes and leads the standard recruiting and hiring practices and procedures necessary to establish a strong workforce, focusing on Tolowa Dee-ni' Nation tribal members.
7. Conducts investigations of team member complaints, or guides HR team members performing investigative tasks.
8. Review the wage and salary structure and pay policies.
9. Monitors pay practices and systems for effectiveness and cost containment.
10. Collaborates with Finance and other applicable groups to obtain cost effective benefits.
11. Recommends changes in benefits offered, especially new benefits aimed at team member satisfaction and retention.
12. Leads compliance efforts with applicable governing laws and regulations, with a goal of maintaining minimal risk to lawsuits.
13. Protects the interests of team members in accordance with HR policies and applicable laws and regulations.
14. Plans and implements training to Tribal-run programs.
15. Provides technical assistance to all departments.
16. Analyzes wage and salary reports and data to determine competitive compensation.
17. Consults legal counsel to ensure that policies comply with federal and state law.
18. Develops and maintains a human resources system that meets top management information needs.
19. Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
20. Consults and advises senior management on matters such as succession planning and key team member retention.
21. Keeps the COO informed of significant problems that jeopardize the achievement of TDN goals and issues not addressed adequately at the line management level.

22. Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.
23. Utilizes recruitment sources; exhibits sound interviewing skills; presents positive, realistic view of the organization; analyzes and forecasts staffing needs; makes quality hiring decisions.
24. Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.
25. Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.
26. Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
27. Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.
28. Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
29. Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
30. Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Minimum Qualifications:

1. Bachelor's degree in HR Management or related area AND ten (10) years progressively responsible leadership experience in HR positions.
2. Five to ten years of management/supervisory experience.
3. Computer proficiency with Microsoft Office Suite software, especially word processing, spreadsheet, presentation, and database applications, along with various software systems used in HR applications.
4. Demonstrated ability to lead and develop HR team members.
5. Demonstrated ability to serve as a successful participant on a management team that provides leadership and direction.

6. Demonstrated ability to interact effectively with an organizations governing board.
7. Demonstrated record of confidentiality, reliability, responsiveness, and creativity.
8. Applicants must successfully pass a pre-employment drug/alcohol screen, and background investigation.

Preferred Knowledge:

Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.

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:

1. 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.
2. PHR or SHRP certificate or tribal equivalent (THRP).

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:

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

Work Environment:

Works in office areas as well as throughout the facility.

Additional Employment Conditions:

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

In compliance with TDN laws and policies all employees must be in good standing with TDN and its entities. Past employment may be taken into consideration.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____