



# THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112 • (435) 867-2659 (fax)

**POSITION TITLE:** Human Resource Manager

**DEPARTMENT:** Administration

**SUPERVISOR:** Tribal Administrator

**STATUS:** Full-time, Exempt

**SALARY:** \$36,000.00 (DOE)

**DATE APPROVED:** July 12, 2017

**OPENS:** July 12, 2017

**CLOSES:** until filled (may close early if enough qualified candidates are achieved).

## **JOB SUMMARY**

Provides support to all departments and programs throughout the Paiute Indian Tribe of Utah. The Human Resources Manager ensures compliance with applicable laws, regulations, guidelines, policies, procedures and established practices. The main areas of responsibility include regulatory and policy compliance, policy development and administration, internal communications, performance evaluation management, classification and compensation, staffing and recruitment, coordinating staff development, employee records management, manages the HRIS system, employee relations, employer relations, addressing broad and complex personnel issues, training and organizational development, and administers the Tribe's benefit plans.

**ESSENTIAL JOB FUNCTIONS** include, but are not limited to, the following:

1. Implement and integrate HR services and processes to meet the needs of the tribes' operations.
2. Serve as a source of information for management in the policy and procedural requirements pertaining to all phases of personnel actions.
3. Provides Department Managers and Supervisors information and assistance regarding personnel rules, regulations, policies, and procedures.
4. Problem-solve human resource related issues pertaining to the Paiute Indian Tribe of Utah.
5. Maintains thorough knowledge of Tribal personnel policies and procedures manual.
6. Responsible for updating policy and procedures, employee incentive plans, job descriptions and announcements, assist in developing training programs and participates in special projects.
7. Performs assessments to identify HR training needs and develops training plans aligned with organizational needs.
8. Maintain strict confidentiality of all sensitive personnel documentation and information.
9. Manages the HRIS system to store and process HR information and integrating with payroll.
10. Responsible for ensuring compliance with Tribal personnel policies, Indian Preference, Affirmative Action, Equal Employment Opportunity, and other applicable laws.
11. Research and provide advice and guidance in the application of a wide variety of rules and regulations concerning personnel, benefits and salary fields.

12. Directs the development, implementation, and maintenance of a salary administration plan, which includes compensation and benefit packages; the classification of positions; pay policies; periodic salary surveys; and performance appraisal programs.
13. Address and investigate employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
14. Resolve complaints or minor grievances regarding employment related matters.
15. Prepare and maintain employment records and personnel files.
16. Process employee paperwork, Disciplinary Documentation, and Termination Paperwork.
17. Coordinate and manage all aspects of recruiting and staffing for all programs and departments.
18. Develop Job descriptions, job advertisement, job posting, and recruitment of all open positions.
19. Conduct all new hire orientation and new hire paperwork for all new employees.
20. Assists with the initial and annual credentialing process and participates in the credentialing workgroup.
21. Incorporates Gap Analysis process into the recruitment/selection function.
22. Administer alcohol/drug screen testing and background checks.
23. Manage and maintain employee benefit package information. Enroll new employees, update records, census of employees, and employee benefits as required.
24. Serves as a liaison for the Employee Assistance Program (EAP) for the Tribal Employees.
25. Responsible for monthly, quarterly, and yearly reports, along with the annual department budget.
26. Manage controls for timely completion of performance appraisals and end of probation reviews.
27. Coordinate exit interviews to ensure necessary employment termination paperwork is completed.
28. Coordinates staff training including Sexual Harassment Awareness, Hostile Work Environment, CPR/First Aid, etc.
29. Demonstrate time management, and focus on accuracy and timely completion of assigned tasks.
30. Held accountable, to the highest degree, for the accuracy and thoroughness of departmental records and reports.
31. Must travel as needed.
32. Support other team members, as required.
33. Other duties as assigned.

### **GENERAL REQUIREMENTS:**

- Must be over 21 years of age.
- Must possess a valid Driver License.
- Must be insurable through tribe's insurance.
- Must pass a pre-employment background investigation.
- Must pass a pre-employment alcohol/drug screening.
- The Tribe reserves the right to require an applicant to submit to and pass a physical examination prior to or contemporaneous with hiring. Refusal to submit to a physical examination may deem an applicant ineligible for the position.

### **DESIRED MINIMUM QUALIFICATIONS**

#### ***Education and Experience:***

- Bachelor's degree from an accredited four-year institution with major course work in business, public or personnel administration, or at least 2 years of direct HR experience. Master's degree is preferred. Work experience can be substituted in lieu of education.
- At least 2 years of office work experience, 4 years of office experience is preferred.
- Previous experience in recruiting in a health care setting is preferred.
- Previous experience in managing Human Resources in a Tribal environment is preferred.
- Previous experience working with a Tribal Government or Tribal Organization is preferred.

***Necessary Knowledge, Skills and Abilities:***

- Knowledge of the rules, regulations and procedures used to accomplish various personnel functions including classification, staffing, employee benefits, employee relations and employee development
- Knowledge of employee benefit program rules, regulations, procedures, content, options, etc.
- Thorough knowledge of computer programs: Word, Excel, PowerPoint, Publisher, Outlook, Internet programs and applications is essential in performing this job.
- Ability to obtain Tribal Human Resource Professional (THRP) certification within one year of hire.
- Must be able to maintain complete confidentiality.
- Must be dependable.
- Ability to establish and maintain effective working relationships with all levels of the organization.
- Ability to manage and perform with a high degree of autonomy, organization, and adaptability.
- Must be able to write clearly and informatively.
- Must be able to communicate effectively with people of different managerial, socioeconomic, cultural, ethnic, and educational backgrounds.
- Must demonstrate friendly, service oriented and responsible attitude.
- Must be detailed oriented and able to multi-task various time-sensitive projects.
- Must be able to manage difficult or emotional situations in a calm manner.
- Must be able to work with integrity and be ethical in performing duties.
- Must maintain a professional appearance and demeanor.
- Must be able to follow policies and procedures and support goals and objectives.
- Must have excellent interpersonal, and verbal and written communication skills.
- Knowledge of the Native American community is helpful.
- Must be able to demonstrate respect for and awareness of Native American customs, traditions and socioeconomic needs.

*The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.*

The duties listed above are intended only as illustrations of the various types of work that may be performed. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.