



Quartz Valley Indian Reservation

Position Description

Job Title: Human Resources Director
Department: Administration
Primary Location: Tribal Office
Classification: Full Time, 40 hours / week / Exempt
Reports to: Tribal Administrator
Salary: DOE

Primary Purpose

Under the direction of the Tribal Administrator and Executive Health Director, this position manages all of the Quartz Valley Indian Reservation's personnel, safety and benefits programs. The Human Resources Director will develop, implement, and coordinate policies and programs covering employment, wage and salary administration, employee indoctrination, training, placement, safety, health benefits and other employee services. The Human Resources Director assists in formulating operating policies and procedures and recommends policy options to the Tribal Administrator, Executive Health Director and the Quartz Valley Indian Reservation (QVIR) Tribal Business Council. The formulation of policy options often will involve consultation and review with other staff, department heads, employee groups and the committees established by QVIR Tribal Business Council.

Essential Duties and Responsibilities

The Human Resources Director plans, organizes and directs the activities of managerial, professional, and clerical personnel engaged in the areas of employee relations, benefits administration, safety and management, and delivery of employment and training services. In addition, the Human Resources Director will perform the following:

- Communication changes in the Tribal Organization's personnel policies and procedures and ensures that proper compliance is followed.
- Reviews and recommends action plans for compliance with all applicable federal, state, and regulations pertaining to employment and insures that employee grievances are handled according to approved policy and procedure.
- Responsible for reviewing all terminations and disciplinary actions to ensure consistency of policies and reduce liability to tribe.
- Conducts recruitment effort for all exempt, nonexempt and temporary workers, writes and places advertisements, works with TERO, assist supervisors/managers to screen and interview candidates, conducts reference checking, extends job offers, conducts new-employee orientations, assists in exit interviews.
- Administrative and record keeping duties include: Manage the use of recruiters (i.e. newspaper advertisement, radio, social media, etc.) review applicants to evaluate if they meet the position requirements, schedule prescreening interviews, develop pertinent interview question for the

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hiring panel, maintain all pertinent applicant and interview data, performs reference and background checks for potential employee, writing and forwarding rejection letters, preparing and sending offer packages, preparing and sending new employee orientation packages.

- Consults with legal counsel as appropriate, or as directed by the Tribal Administrator, Executive Health Director or QVIR Tribal Business Council on personnel matters.
- Assists in reviewing and administering, as needed, employee benefit plans.
- Briefs the Tribal Administrator, Executive Health Director and QVIR Tribal Business Council of policies concerning benefit plans covering accident, health insurance, retirement and others on request.
- Ability to effectively plan, promote and administer the operation of a large and complex organization.
- Ability to develop, implement and evaluate new and revised procedures, methods and standards.
- Ability to provide strong leadership and direction, clearly defining objectives and motivating employees to accomplish departments responsibilities.
- Ability to respond effectively to the most sensitive inquiries and complaints.
- Ability to deal fairly and calmly with issues requiring conflict resolution.
- Performs other projects as assigned.

Supervisory Responsibilities:

This position manages all employees of the Human Resources Department and is responsible for the performance management of the employees within the Human Resources Department.

Other Requirements:

- Knowledge of principles, practices and trends in recruitment and employment; compensation and benefits, record-keeping systems, and performance development and evaluation systems.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skills in interviewing techniques.
- Must be personable and polite with ability to use discretion, initiative and good judgment in dealing with QVIR tribal members and general public in the performance of duties.
- Ability to be persuasive and tactful in controversial situations.
- Ability to communicate clearly with a high degree of verbal and writing skills,
- Excellent typing, word processing, communication, grammatical, composition, and public presentation skills.
- Must have the ability to work with people from diverse cultures, ethnic backgrounds, possess a basic knowledge of Native American communities and always maintains cultural sensitivity.
- Shall assist in the development and updating of the Tribal Policies and Procedures, including but not limited to Emergency Operations and healthcare accreditation.
- Shall ensure that healthcare staff members maintain current credentials and licenses to work legally in their field or specialty, monitoring upcoming renewal dates, and reviewing information on potential new employees to ensure all required licenses and credentials are

current before hiring.

- Shall be responsible for credentialing and re-credentialing Anav Tribal Health Clinic practitioners, as well as ensuring enrollment with participating patient health plans. Credentialing functions include, but are not limited to, processing credentialing applications, performing verifications, and updating and maintaining ATHC's credentialing database in accordance with internal policies and procedures, patient health plan contracts, as well as applicable state and federal requirements.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.

Education and Experience:

- BA degree and two years of Human Resource experience, or five (5) years of experience in the Human Resource field.
- Formal Education in Business Administration, Human Services or Human Resources may be substituted for experience.
- Demonstrated experience serving in a high level managerial or supervisory capacity.
- Knowledge of Human Resources in Indian Country.
- Must have technology skills to include social media platforms, human resources information software, applicant tracing software, cloud technology and teleconferencing platforms.
- Shall attend all required meetings and functions as required.
- Shall be readily available for local and out-of-the area job related QVIR business or trainings.
- Shall participate in trainings that are pertinent to the job.

Receipt and Acknowledgment:

- The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements are subject to change.
- Acceptable job performance includes execution of essential functions while maintaining professional conduct and compliance with all QVIR polices, including, but not limited to: QVIR Personnel, Travel, Fiscal, and Purchasing Policy.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

Veteran Preference:

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley

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