

POSITION DESCRIPTION

TITLE: Human Resources Coordinator
REPORTS TO: Tribal Administrator
LOCATION: Quartz Valley Indian Reservation
SALARY: Negotiable, depending on experience
CLASSIFICATION: Full or Part-Time

SUMMARY:

Shall coordinate, organize, and implement personnel programs, operations, and functions of the Quartz Valley Indian Reservation. Shall continually assess and improve employer-employee relations and perform a variety of professional personnel activities.

DUTIES AND RESPONSIBILITIES:

1. Shall plan, organize, coordinate, and manage personnel functions including, but not limited to: recruitment, selection, classification, wage and salary, employer-employee relations, personnel file maintenance, and employee benefits.
2. Shall advise and counsel management and employees on matters pertaining to customer relations, employee evaluations, employee training programs, corrective action plans, employer-employee relations, grievances, complaints, disciplinary action, etc., in accordance with Tribal policies and applicable laws.
3. Shall gain fluency and expertise in current Tribal Personnel Policies and Procedures; assist in the implementation of new policies and procedures; and forward comments and suggestions to the Tribal Administrator and Department Managers as necessary.
4. Shall post vacancies in compliance with the Tribal Personnel Policies and Procedures. Shall develop accurate position descriptions prior to posting positions, including obtaining appropriate Tribal approval as necessary.
5. Shall maintain the confidentiality and security of all personnel records. Shall audit all personnel files for completeness and notify employees and Directors of corrective measures as necessary.
6. Shall ensure all new employees receive or have direct access to the Personnel Policy Manual as well as any updates or reminders pertaining to them, and be available to answer employee questions. Shall prepare and maintain all forms necessary to orient new employees. Shall either perform the orientation or forward paperwork to the Supervisor and be available for guidance.
7. Shall receive and process all paperwork for new employees, forwarding to other departments as necessary. Shall schedule all drug screens and criminal background checks for employees in accordance with Tribal policies and applicable laws. Shall process Live Scan Requests.
8. Shall maintain an electronic database of personnel information and produce reports as requested.
9. Shall review and maintain documentation pertaining to employee benefits (medical, dental, etc.) and be available to answer employee questions. Shall monitor monthly reports and add/delete employees as necessary. Shall maintain open communications with the Fiscal Department regarding employee benefits packages.
10. Shall be available for local and out-of-the-area travel as required for job-related training. Shall attend all required meetings and functions as requested.
11. Shall assist in the development and updating of the Tribal Policies and Procedures, including but not limited to Emergency Operations.
12. Shall perform other duties as assigned.

QUALIFICATIONS:

1. Familiar with current Federal and State regulations and legislation that may affect employee benefits.
2. Experience interfacing with Payroll Department regarding employee deductions.
3. Knowledge of HIPAA and privacy regulations and how these apply to the workplace.
4. Ability to answer employee benefit questions and work with insurance companies to reconcile issues.
5. Ability to create Excel spreadsheets and use data entry to track employee benefits.
6. Knowledge of employee recruiting and new employee orientation processes.
7. Ability to compose and write business letters and memos.

REQUIREMENTS:

1. Must have a high school diploma or equivalency.
2. Some college courses and at least three years of related experience.
3. General knowledge of Human Resources practices and laws.
4. Must have basic office skills, to include telecommunications, typing, telephone, filing, keyboard, ten-key adding machines, copiers, computers, Microsoft Office (Word, Excel, PowerPoint, and Outlook), etc.
5. Must have excellent mathematical and communications skills, both oral and written.
6. Must have good time management skills.
7. Must possess a valid driver license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must adhere to confidentiality and HIPAA policies.
9. Shall attend all required meetings and functions as requested.
10. Shall be readily available for local and out-of-the-area travel as required for job-related training.
11. Shall participate in trainings that are available and pertinent to the job.
12. Shall be bondable.
13. Ability to successfully pass a pre-employment drug and alcohol screening test and criminal background check.

INDIAN PREFERENCE:

The Quartz Valley Indian Reservation is an Equal Opportunity Employer. We encourage applications from all individuals, regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, ancestry, age, marital status, physical/mental disability, or any other protected class, political affiliation, or belief.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. (No other form of proof will be accepted for Indian Preference.)

ACKNOWLEDGMENT:

I acknowledge that I have read and understand the attached job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these functions. I agree to abide by all administrative and medical policies/protocols of the Quartz Valley Indian Reservation.

Signature

Date

Print Name

To apply, submit application and resume to: Quartz Valley Indian Reservation, 13601 Quartz Valley Road, Fort Jones, CA 96032. Fax: (530) 468-5908. Applications may be obtained on the QVIR website at www.qvir.com or by contacting the Quartz Valley Indian Reservation at (530) 468-5907.