

Director of Human Resources

Position Summary

Under the supervision of the Tribal Administrator, the Director of Human Resources is directly responsible for the overall administration, coordination, and evaluation of the Human Resources function, including spearheading the development and implementation of HR and Benefits policies and procedures, participating in the research and evaluation of potential HR and Benefits projects and initiatives, and preparing and tracking HR and Benefits budgets. Tact, poise, confidentiality, sound judgment and professionalism are routine requirements in communicating internally and externally.

Job Functions

Essential Functions

HR MANAGEMENT

- Continually reviews and makes recommendations to the Tribal Administrator and Tribal Council for improving Tribal policies, procedures and practices on Human Resources matters.
- Maintains knowledge of industry trends and employment legislation and ensures UAIC's compliance.
- Maintains responsibility for compliance with federal and Tribal laws and regulations, including those regarding workplace safety, as well as monitoring state legislation pertaining to all Human Resources matters.
- Communicates changes in Tribal policies and procedures and ensures proper compliance is maintained by all affected departments.
- Assists department heads in the annual review programs, and in preparation and administration of UAIC's wage and salary programs.
- Coordinates or conducts exit interviews to determine reasons behind separations; plans and conducts stay interviews on a regular basis to monitor employee morale and satisfaction, and address issues as needed.
- Consults with legal counsel as appropriate or as directed by the Tribal Administrator, on Human Resources matters.
- Works directly with department heads to assist them in carrying out their responsibilities on Human Resources matters; determines respective HR needs and works with department heads to develop department goals and action plans in accordance with overall UAIC goals.
- Attends and participates in recognition programs and celebrations for various departments.
- Protects UAIC's financial resources through benefits and turnover analysis, and litigation control.
- Handles all employee relations issues, corrective counseling, and conflict resolution.
- Recommends, evaluates, and participates in staff development for the Tribe and its employees.

- Leads the development and revision of job descriptions, as well as of uniform interviewing process for all open positions; works with legal counsel to prepare employment and consultant contracts and employment offer letters; regularly follows through with department heads on the effectiveness of the recruitment process and fulfillment of their needs.
- Maintains the departmental budget according to policies, including ongoing expense review, approval, and tracking, and makes periodic presentations to the Tribe's Finance Committee.
- Participates on committees and special projects and seeks additional responsibilities, as appropriate.
- Provides leadership, motivation and guidance to all Human Resources and Benefits staff members.

BENEFITS – ADMINISTRATION OF EMPLOYEE BENEFITS PROGRAMS

- Monitors the effectiveness of the current benefit plan administration and policies.
- Researches and prepares information regarding insurance plans, including health, dental, life, vision, 401(k) and other benefits to enhance the delivery of services.
- Identifies and provides recommendations for future cost savings and coordinates the execution of new benefit plans; manages the administration of the plans in accordance with plan provisions, documentation, and legal requirements, ensuring ongoing compliance.
- Creates and distributes information to keep employees informed on current and new benefit plans and programs.

BENEFITS – ADMINISTRATION OF UAIC TRIBAL MEMBERS

- Oversees benefits services for UAIC tribal members, providing leadership and oversight of the benefits program.
- Monitors the effectiveness and cost-effectiveness of current tribal member benefit plans.
- Researches and prepares information regarding insurance plans, including health, dental, life, and vision to enhance the delivery of services and ensure the long-term viability of the programs.
- Creates and distributes information to keep Tribal Members informed on current and new benefit plans and programs.

Non-essential Functions

- Participates on committees and special projects and seeks additional responsibilities, as appropriate.
- Other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge

- The incumbent must be proficient in all the following HR competencies:
 - Recruitment
 - Workplace Safety
 - Employee Compensation & Benefits

- HR Compliance
 - Training & Development
 - Leadership and sustainability
 - Ethical Practice
 - Critical Evaluation
 - Business Acumen
- Advanced understanding of all MS Office applications, including Word, Excel, PowerPoint, and Outlook.

Skills

- Excellent leadership skills, including goal setting, motivating, and teambuilding.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Well-organized, able to manage multiple projects simultaneously.
- Effective presentation skills.
- Active listening skills.
- Acute attention to detail.
- Excellent time management skills with the ability to set and meet deadlines.
- Strong analytical and problem-solving skills.
- Principles and practices of effective management, supervision and evaluation of operations and related services.

Abilities

- Ability to communicate tactfully and effectively in both oral and written form.
- Ability to maintain confidentiality and ethics in all interactions with Tribal members, staff, and vendors.
- Ability to handle sensitive information appropriately and professionally while maintaining a high level of confidentiality.
- Ability to handle and prioritize tasks and projects in a high-stress environment while being flexible enough to change focus quickly, when needed.
- Ability to work comfortably and professionally with a diverse community, staff, and constituent group.
- Ability to consistently exercise independent judgment while interacting with co-workers, Tribal members, and outside entities.
- Ability to utilize technology to improve work efficiency.
- Ability to follow directions, as well as to work independently when necessary.
- Ability to perform mathematic calculations quickly and accurately.
- Ability to successfully develop, control and monitor multiple programs' budgets and expenditures.
- Ability to interpret and apply UAIC policies, procedures, rules, and regulations.
- Ability to supervise, train and evaluate assigned personnel.
- Ability to work with various and diverse groups in a tactful and effective manner.
- Ability to maintain positive and cooperative relationships and effectively interact with the community and external agencies' representatives; maintain effective working relationship with staff, Tribal members and the public.

- Ability to coordinate shared or divergent interests and expectations among individuals and groups.
- Ability to clear all necessary background checks.

Qualifications

Minimum requirements

- Bachelor's degree in Human Resources or related field
- Eight years of recent experience in a comparable responsible position within a medium-to-large organization that demonstrates the knowledge and ability to provide leadership in strategic planning, organizing, budgeting, directing, reviewing and evaluating Human Resources and Benefit administration.
- Valid California driver's license

Preferred qualifications:

- Master's degree in Human Resources
- SHRM and/or HRCI certification

Working Conditions

While performing the duties of this job, the employee is occasionally required to stand; walk more than half a mile; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job, with or without correction, include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Special Requirements

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence.

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