

# Director of Human Resources

## Be Part of Us!

- **United Auburn Indian Community (UAIC)** has an opening for a **Director of Human Resources**.
- We are a federally recognized Native American tribe, dedicated to improving the welfare of our Tribal Members, our employees, and the surrounding communities.
- UAIC allows employees to be innovative and forward-thinking while working in an environment that respects tradition.
- We provide **100% employer paid** Medical, Dental, & Vision benefits for you and eligible family.
- We contribute to your retirement account **starting at 4%, whether or not you contribute** yourself.
- **Work/life balance** is valued by UAIC -- We provide **fifteen (15) paid holidays and six (6) weeks accrued PTO in your first year**.
- **Complimentary, on-site lunch provided**.
- The starting annual salary for the position **\$180,000**.
- **Please visit <https://www.auburnrancheria.com/careers/> to apply**

## 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 for the entire UAIC organization. Collaboration, confidentiality, sound judgment and professionalism are routine requirements in communicating internally and externally. UAIC prides itself in providing concierge-level service to Tribal Members and UAIC coworkers, and the “human” part of human resources is essential.

## 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, 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 performance 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 headcount; 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.

#### **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

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