



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 03/29/2022

Closing Date: Until Filled

Position Title: Manager

Department: Human Resources

Work Schedule: Monday-Friday 8:00AM- 5:00PM

Wage Rate: Pay Range 62: \$75,042.81- \$96,061.15 /YR/ Non-Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's degree with specialization in Human Resources or Business
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: HR Manager

WORKSITE: Tule River Indian Reservation
340 North Reservation Road
Porterville, CA 93257

SUMMARY POSITION DESCRIPTION

The Human Resources Manager overseeing Human Resources staff while providing support for a wide variety of activities of human resources including employee relations, recruiting, employee development, training, consulting, and administration of policies.

QUALIFICATIONS:

1. Bachelor's degree with specialization in Human Resources or Business.
2. A minimum of (5) years of work experience in Human Resources.
3. Prior management experience required.
4. Experience in developing and conducting basic HR training programs.
5. Excellent presentation, communication and interpersonal skills.
6. Intermediate skill level with Microsoft Office.
7. Advanced writing, reading and arithmetic skills.
8. Good professional appearance.
9. Able to work alone on a broad variety of projects.
10. Able to exercise effective judgment, sensitivity, creativity to changing needs and situations.
11. Able to establish and maintain healthy working relationships with people in course of work.
12. Ability to research, evaluate and analyze new training techniques, methods, and procedures.
13. Must possess a Valid California Drivers License and be insurable through the Tribe's insurance.
14. Must successfully complete a background investigation and pre-employment drug/alcohol screen.
15. Must be able to obtain a Gaming License (detailed background investigation)

DUTIES AND RESPONSIBILITIES:

1. Maintains human resource staff job results by training, counseling and disciplining employees; planning, monitoring and appraising job results.
2. Implements human resources programs by providing human resources services, including, employment processing, training and development, records management,

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- safety planning, employee relations and retention, and labor relation; completing personnel transactions.
3. Maintains the work structure by updating job requirements and job descriptions for all positions
 4. Develops human resources solutions by collecting and analyzing information; recommending courses of action.
 5. Improves manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employee.
 6. Completes special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions.
 7. Manages client expectations by communicating project status and issues; resolving concerns; analyzing time and cost issues; preparing reports.
 8. Protects organization's value by keeping information confidential.
 9. Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
 10. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
 11. Performs other duties as assigned.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to: Council

Supervises: HR Staff

Salary: Pay Range 62: \$75,042.81- \$96,061.15/Annually /Non-Overtime Eligible

Hours: Monday-Friday 8:00AM- 5:00PM
40+Hours/Per Week/Regular Full-Time

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Benefits:

Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT

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