

**SHOALWATER BAY INDIAN TRIBE  
JOB DESCRIPTION**

**Job Title:** Human Resources Manager  
**Department:** Administration  
**Reports To:** Tribal Administrator  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** 12/09  
**Approved By:** Tribal Administrator  
**Approved Date:** 12/18/09

**SUMMARY:** This is a management position which is responsible for providing assistance to the Tribal Administrator and other management in all personnel matters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provides advice and assistance to the Tribal Administrator and other Directors, Managers and Supervisors in all personnel matters.
- Maintains knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Stays current on recent Federal, State and case law changes and monitors labor law updates and newsletters for changes that affect Human Resources.
- Designs personnel forms and maintains personnel records of all employees.
- Works directly with department Directors/Managers/Supervisors to assist them in carrying out their responsibilities on personnel matters.
- Coordinates recruitment efforts with department Directors/Managers/Supervisors, accepts resumes and employment applications, coordinates interviews, assist in the interview process and assist with the hiring process.
- Plans and conducts new employee orientation to foster a positive attitude toward organization.
- Assist department Directors/Managers/Supervisors in creating and continuously updating job descriptions.
- Prepares performance review forms, distributes forms to supervisory personnel and tracks said reviews.
- Develops and administers various human resources plans and procedures for all organizations personnel.
- Keeps records of benefit plan participation, such as health benefits and retirement plan, personnel transactions such as hires, promotions, transfers, performance reviews and terminations.
- Trains department Directors/Managers/Supervisors in hiring, terminations, promotions, performance reviews, safety and sexual harassment.
- Advises management in appropriate resolution of employee relations issues.
- Respond to inquiries regarding policies, procedures and programs.

- Respond to and resolve difficult and sensitive employee inquiries and issues.
- Administer performance review program to ensure effectiveness, compliance and equity.
- Administer salary administration to ensure compliance and equity.
- Administer benefit programs such as life, health, dental and disability insurance, retirement plan, vacation, sick leave, leave of absence and employee assistance.
- Develop, recommend and implement personnel policies and procedures, prepares and maintains handbook on policies and procedures.
- Conduct recruitment effort for all exempt and non-exempt personnel.
- Assists Directors/Managers/Supervisors in the interviewing and hiring process.
- Establish and maintain department records and reports. Participates in administrative staff meetings and attends other meetings, such as training and seminars.
- Prepare employee separation notices and related documents, including COBRA and retirement plan, conduct exit interviews to determine reasons behind separations.
- Administer the organizations Retirement plan.
- Administer the organizations Worker's Compensation plan.
- Adheres to organizations policies and procedures.
- Acts as a role model within and outside the organization.
- Maintain a positive and respectful attitude.
- Communicate regularly with department Directors/Managers/Supervisors about personnel issues.
- Consult with legal counsel as appropriate, and/or as directed by the CEO/Tribal Administrator on personnel matters.
- Informs supervisory personnel of changes or interpretations of laws, codes, programs, policies or procedures.
- Is detail orientated.
- Have strong organizational skills.
- Be effective handling multiple priorities.
- Must have the highest level of confidentiality.
- Ability to travel.

**SUPERVISORY REQUIREMENTS:** Assist in managing subordinate supervisors who supervise employees in Governmental departments and Tribal Enterprises. Assists Tribal Administrator in carrying out supervisory responsibilities in accordance with the organizations policies and applicable laws. Assist Tribal Administrator in interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Excellent supervisory, organizational and training skills.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Associate's degree (A.A.) from two-year College or technical school; or a minimum of five years experience in Human Resources Administration. Strong computer skills and networking skills. Familiarity with all administration processes. Knowledge and sensitivity and ability to communicate effectively with staff, Council, Federal, outside agencies, Tribal officials, Native Americans and non-Indians.

**COMPUTER SKILLS:** Proficient with Microsoft Office software, Word, Excel, PowerPoint, Publisher and Outlook.

**LICENSING REQUIRED:** Current, valid, Washington State Driver's License.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquires or complains from personnel, regulatory agencies, or members of the community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, groups, and/or Council.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism. Ability to deal with a variety of abstract and concrete variables.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Designs work flows and procedures.

Problem Solving – Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Uses reason even when dealing with emotional topics.

Technical Skills – Assesses own strengths and weaknesses. Pursues training and development opportunities. Strives to continuously build knowledge and skills. Shares expertise with others.

Customer Service (Internal) – Manages difficult or emotional situations. Responds promptly to c needs. Solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations. Listens and gets clarification. Responds well to questions. Demonstrates group presentation skills. Participates in meetings.

Written Communication – Writes clearly and informatively. Edits work for spelling and grammar. Varies writing style to meet needs. Present numerical data effectively. Able to read and interpret written information.

Teamwork – Balances team and individual responsibilities. Exhibits objectivity and openness to others views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests. Able to build morale and group commitments to goals and objectives. Supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism. Inspires respect and trust. Mobilizes others to fulfill the vision. Provides vision and inspiration to peers and subordinates.

Change Management – Develops workable implementation plans. Communicates changes effectively. Builds commitment and overcomes resistance. Prepares and supports those affected by change. Monitors transition and evaluates results.

Delegation – Delegates work assignments. Matches the responsibility to the person. Gives authority to work independently. Sets expectations and monitors delegated activities. Provide recognition for results.

Leadership – Exhibits confidence in self and others. Inspires and motivates others to perform well. Effectively influences actions and opinions of others. Accepts feedback from others. Gives appropriate recognition to others.

Managing People – Includes staff in planning, decision-making, facilitating and process improvement. Takes responsibility for subordinates activities. Makes self available to staff. Provides regular performance feedback. Develops subordinates skills and encourages growth. Solicits and applies customer feedback (internal and external). Fosters quality focus in others. Improves processes, products and services. Continually works to improve supervisory skills.

Quality Management – Looks for ways to improve and promote quality. Demonstrates accuracy and thoroughness.

Business Acumen – Understands business implications of decisions. Displays orientation to profitability. Demonstrates knowledge of market and competition. Aligns work with strategic goals.

Ethics – Treats people with respect. Keeps commitments. Inspires the trust of others. Works with integrity and ethically. Upholds organizational values.

Judgment – Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasons for decisions. Includes appropriate people in decision-making process. Makes timely decisions.

Motivation – Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Takes calculated risks to accomplish goals.

Planning/Organizing – Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Sets goals and objectives. Organizes or schedules other people and their tasks. Develops realistic action plans.

Professionalism – Approaches others in a tactful manner. Reacts well under pressure. Treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions. Follows through on commitments.

Quality – Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

Dependability – Follows instructions, responds to management direction. Takes responsibility for own actions. Keeps commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for and offers help when needed.

Innovation – Displays original thinking and creativity. Meets challenges with resourcefulness. Generates suggestions for improving work. Develops innovative approaches and ideas. Presents ideas and information in a manner that gets others attention.

Safety and Security – Observes safety and security procedures; uses equipment and material properly.

Attendance/Punctuality – Is consistently at work and on time.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of

this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk and use hands to finger, handle or feel. Specific vision ability required by this job include close vision, distance vision, peripheral vision, depth perception, and ability adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Common office environment. The noise level in the work environment is usually moderate.

**AT-WILL EMPLOYMENT:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

This document does not create an employment contract, implied or otherwise.