



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

PO Box 279 La Push, WA 98350
(360) 374-4367 Fax (360) 374-4368



Position: **HUMAN RESOURCES DIRECTOR**
Supervisor: General Manager
Location: Tribal Administration
Salary: DOQ/E
Closes: Until Filled

RESPONSIBILITIES:

The Human Resources Director is responsible for planning, directing and the supervision of the Human Resources functions. The H.R. Director directly participates in the development of Policies & Procedures and provides guidance regarding policy to employees of the Tribe. Provides support to Departmental Supervisors, Managers and Directors in any way needed to ensure that all necessary functions are completed in a timely and organized manner. The H.R. Director will also be responsible for coordinating the Quileute Tribal benefits plans and other aspects of the Human Resource Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Maintains thorough knowledge of Tribal Personnel Policies & Procedures.
- Provides Department Managers and Supervisors information and assistance regarding HR procedures.
- Will ensure that all H.R. activities conform to the Quileute Tribal Policies & Procedures and Quileute Tribal Law and any departmental procedures established for the Quileute Tribal Government.
- Ensures the hiring process is conducted according to the Quileute Tribal hiring practices as outlined in the Quileute Tribal Policies & Procedures manual.
- Responsible for reviewing all terminations and disciplinary actions to ensure consistency of policies and reduce liability to the tribe.
- Responsible for reviewing compensation system and consistent HR practices among all entities.
- Coordinates and reviews all governmental reporting requirements and ensures timely submittal.
- Oversight of screening of new applicants to ensure that they are qualified for the position for which they are applying.
- Supervises HR staff to ensure that all application files are organized, maintained and purged to keep an up-to-date applicant pool so that administrators have a quick, easy access to new hire files.
- Performs as spokesperson in employment hearings.
- Must be able to complete job assignments thoroughly, accurately, and on time. Must be able to prioritize work for maximum efficiency.

- Sets evaluation schedules annually for all departments. Reviews employee evaluations to ensure they are performed properly.
- Responsible for administering the Drug & Alcohol-Free policy which includes scheduling random and reasonable suspicion drug tests.
- Will be responsible for establishing Employee Benefit plans which will include pursuing cost savings opportunities in coordination with General Manager and Tribal Council, and serve as the administrator of the Employee Benefit plans, and be responsible for setting up eligibility requirements and self-administration insurance plans.
- Will be responsible for monthly, quarterly and yearly departmental reports along with the yearly H.R. budget.
- Will be responsible for updating Policy & Procedures, employee incentive plans, job descriptions and announcements, assist in developing recruitment campaigns and training programs, and participates in special projects.
- Must adhere to the highest level of confidentiality.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE POSITION:

- Must have excellent interpersonal skills and have ability to effectively communicate with employees, supervisors, managers, potential new hires and visitors,
- Must be able to work with all current software, i.e., Microsoft Word, Excel, purchasing software and employee tracking systems for preparation of memos and spreadsheets.
- Must have conflict resolution skills.
- Must have strong organizational and time management skills.
- Ability to plan, organize and initiate programs.
- Requires analytical planning, business writing, and presentation abilities.
- Must be people oriented and able to function in a team-based environment.
- Must be able to handle stressful situations.
- Must have the ability to read, analyze, and interpret documents and write routine reports and correspondence.
- Must be able to practice fair and good judgement.
- Must have knowledge of Benefit Plan administration.
- Must be able to perform each essential duty satisfactorily.

SUPERVISION EXERCISED:

Carries out supervisory responsibilities of the Human Resources staff in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION / EXPERIENCE REQUIREMENTS:

Preferred: BA in Business Administration, Human Resources, or related field AND a minimum of three years' experience in Human Resources or as Manager or Director, with demonstrated experience serving in a high level managerial or supervisory capacity.

Minimum: AA degree AND a minimum of 5 years' experience in Human Resources or as a Manager or Director with demonstrated experience serving in a high level managerial or supervisory capacity.

SPECIAL CERTIFICATIONS REQUIRED:

Must have a valid Washington State Driver's license and must meet Tribal insurance requirements. The employee is required to submit proof of valid Driver's License annually to the Human Resources Department.

Must adhere to Personnel Policies and Drug & Alcohol Policies.

Submit Quileute Tribal Council Job Application, resume, and cover letter to:

Quileute Tribal Council
Personnel Department
PO Box 279
La Push, WA 98350

Obtain a job application at www.quileutenation.org

If the applicants have equal qualifications, preference will be given to Quileute Indian applicants and other Native American and Alaskan Natives. Except as provided by the Indian Preference Act, Title 26 U.S. Code Section 472 & 473, there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, membership or non-membership in any organization.