



Position: Human Resources Specialist  
Supervisor: Enterprise Manager  
Location: Enterprise  
Work Info: Full Time: 40 Hrs/Week  
Salary: \$32 / DOQ/E

### **POSITION SUMMARY:**

The Human Resource Specialist will report to the Enterprise Director. They will also provide all documents for hires to the Enterprise Director to be provided to the Enterprise Board. This position will carry out the hiring process for all of the enterprise businesses. This position will work closely with the Enterprise Accountant to ensure employee information is up to date for payroll purposes. The Human Resources Specialist will need to have strong communication skills with the public and employees. The incumbent must have great multitasking skills, good attendance and strong computer skills. Must be able to work under pressure to meet tight deadlines. The incumbent will also need to be able to provide backup for payroll.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Maintain thorough knowledge of Enterprise Policies & Procedures.
- Provide all Enterprise employees with information and assistance regarding HR procedures.
- Ensure that all HR activities conform to the Enterprise Policies & Procedures and Quileute Tribal Law and any departmental procedures established for the Enterprise.
- Keep up to date with all of Washington State and Government Employment Laws and regulations.
- Clear understanding of Family Medical Leave Act
- Clear understanding of Fair Labor Standards.
- Understanding of all OSHA regulations.
- Coordinate with supervisors and Enterprise Director in reviewing all terminations and disciplinary actions to ensure consistency of policies.
- Oversee screening of new applicants to ensure they are qualified for the position for which they are applying.
- Conduct background and reference checks on all applicants.
- Prepare benefit packets and conduct onboarding procedures for all new hires.
- Maintain all enterprise employee personnel files.
- Conduct Drug & Alcohol screenings for pre-employment, randoms, and for cause.

- Prepare enterprise employee census for annual benefit renewal discussions.
- Track all enterprise temporary employees dates of hire and end dates.
- Provide backup to payroll when needed.
- Respond to State of Washington Employment Security Claim and perform as spokesperson in employment hearings.
- Ensure employee data is updated to appropriate benefit sites and are actively eligible for all benefits employees select.
- Submit and maintain Short-Term and Long-Term Disability Claims.
- Review monthly insurance invoices for accuracy and/or discrepancies.
- Complete job assignments thoroughly, accurately, and on time.
- Prioritize work for maximum efficiency.
- Assist in developing recruitment campaigns and training programs and participates in special projects.
- Other duties as assigned.

### **QUALIFICATIONS:**

- AA or minimum of 90 college course credits in Business Administration or related field or High School Diploma/GED with minimum of 4 years of progressive HR experience.
- Excellent conflict resolution skills.
- Familiarity with employment laws both at the state and government level.
- (Preferred) Human Resource certification (SHRM, or THRP)
- Payroll experience
- Ability to read, analyze, and interpret documents and write routine reports and correspondence.
- Ability to practice fair and good judgement.
- Ability to perform each essential duty satisfactorily.
- Knowledge of Benefit Plan administration.
- Knowledge of current software, i.e., Microsoft Word, Excel, purchasing software and employee tracking systems for preparation of memos and spreadsheets.
- Ability to plan, organize and initiate programs.
- Excellent interpersonal skills and the ability to effectively communicate with employees, supervisors, managers, potential new hires, and visitors; must be people-oriented and able to function in a team-based environment.
- Ability to respond effectively to sensitive inquiries or complaints.

## **GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absence or relief, to equalize peak work periods, or balance workload.

**SPECIAL REQUIREMENTS:** Must have and retain a valid Washington State Driver's License – please provide copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**INDIAN PREFERENCE WILL APPLY.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.