



Nooksack Indian Tribe Job Description

Job Title:	Human Resources Director
Department:	Human Resources
Reports To:	General Manager
Job Status:	Regular Full Time
Type:	Exempt (Salaried)
Grade:	M

Job Summary:

Under the supervision of the Nooksack General Manager, the Human Resources Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource department, ensuring legal compliance and implementation of the Tribe's mission and talent strategy.

The Human Resources Director guides and manages the overall provision of Human Resources services, policies, and programs for the Nooksack Indian Tribe. The major areas directed are: recruiting and staffing; performance management and improvement systems; organization development; employment and compliance to regulatory concerns; employee orientation, development, and training; policy development and implementation; employee relations; tribal employee communications; compensation and benefits administration; employee safety, welfare, wellness, and health; and employee services and counseling programs.

The Director of Human Resources will serve to promote and implement human resource values by planning and managing human resources programs, directing human resources staff, and advising all employees in personnel matters.

The work will be diverse and may include a number of personnel-related projects which are often of a unique or complicated nature. The Human Resources Director ensures human resource programs meet the organizational objectives as well as comply with applicable laws and regulations, guidelines and the Nooksack Tribe's policies, procedures and established practices.

Supervisory Responsibilities:

1. Recruits, interviews, hires, and trains new staff in the department;
2. oversees the daily workflow of the department;
3. provides constructive timely performance evaluations; and
4. handles discipline and termination of employees in accordance with Tribal policy.

Major Tasks and Responsibilities:

1. Plans, develops, and implements the human resource functions relating to position classification and compensation, performance management, recruitment and staffing, employee relations, personnel records and reports, employee benefits, testing and validation, training and organizational development and planning.
2. Develops and implements the Human Resources Department's Strategic plan.
3. Develops and maintains the department's annual budget and action plans.
4. Reviews all terminations and written disciplinary actions for all departments before they are carried out to ensure the policies and procedures are followed.

5. Attends and participates in the GM's Directors meetings and other Administration Team meetings.
6. Provide technical guidance and assistance to Directors, Program Managers, and supervisor in resolving complicated staffing and recruiting problems.
7. Formulates and recommends Human Resources' policies and objectives for the Tribal Government.
8. Establishes, directs and oversees staffing activities and procedures necessary to recruit and hire qualified applicants and retain an effective workforce.
9. Provides supervision, coordination and direction for staff members of the human Resources Office. This includes providing technical guidance to staff on procedures, regulations, and new instructions.
10. Provide direction and guidance to supervisory personnel involved in completing performance evaluations, and disciplinary actions.
11. Consult with Department Directors and Program Managers to develop new positions that fit within the classification system and budgetary guidelines. This includes ensuring conformity and consistency in development of new positions titles, compensation, exempt/non-exempt status, duties, knowledge, skills and abilities, and qualifications using established criteria and methods.
12. Responsible for coordination of the Grievance Policy and implementation of the Grievance Procedures.
13. Establish and maintain an effective working relationship with the Tribal Council, other Tribes, governmental agencies and jurisdictions, businesses and the general community and public.
14. Responsible for the Employee's Benefits packages, communication, enrollment, billing, etc. Works closely with the General Manager, Brokers and other team members and Tribal entities for annual employee benefits package changes and recommendations. Coordinate and attend quarterly benefit team meetings.
15. Conducts research and analysis of organizational employment and personnel trends.
16. Monitors and ensures the Nooksack Tribe's compliance with federal, state, and tribal employment laws, regulations, and recommended best practices; reviews and modifies polices and practices to maintain compliance.
17. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to the General Manager.
18. Facilitates professional development, training, and certification activities for HR staff.
19. Performs other duties as required and assigned.

Other Duties:

The Tribe is commitment to community service and the well-being of its members; therefore, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities and could include evenings, weekends and holidays.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent customer service skills with employees, supervisors, and general public.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.

- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HR and talent management systems.
- Possess strong work ethic and organizational skills with special attention to detail.
- Ability to maintain confidentiality to protect the privacy of all personnel.
- Must have the ability to interpret Tribal policies, Federal and other governmental rules, laws and regulations.
- Ability to interact with the public, including under possible adverse or volatile situations.
- Must possess management and executive level knowledge and abilities.
- Extensive administrative experience is required. Such experience must demonstrate comprehensive knowledge of planning, organizing, directing, controlling and evaluating activities.
- Ability to use sound judgment in establishing work priorities requiring successful completion of organizational goals with the ability to handle heavy workload to meet objectives.
- Ability to interpret complex regulations, procedures, and laws.
- Excellent organizational, leadership, management and planning skills.
- Ability to meet deadlines and to perform complex work, paying close attention to details to ensure accuracy.
- Ability to establish and maintain effective personal relationships in a work situation with supervisors, co-workers and the public.
- Must be able to communicate effectively with people of different managerial, economic, cultural, ethnic and educational backgrounds.

Minimum Qualifications

The following qualifications are **required** for the incumbent to have to be considered for the position.

Required Education, Experience, and Training for Position:

- Must have a Bachelors degree in Human Resources, Business Administration, or related field from an accredited college or university; a Master's degree preferred.
- and**
- At least five years of human resource management experience required;
- or**
- 10 years of experience as a Director or higher level, managing a Human Resources Department.
- SHRM-CP or SHRM-SCP highly preferred.
- Requires experience working in a Tribal Government setting in a management or higher position.
- Experience with implementing and maintaining Human Resources Information Systems (HRIS).

- Experience in administration of employee benefit plans, including but not limited to; self-funded medical, dental, vision plans, retirement plans, and life and disability insurance plans, 401(k) plans.
- Advanced Human Resources Certification for Indian Country preferred.
- Active member of the National Native American Human Resources Association (NNAHRA) preferred.

Required Conditions of Employment:

- Must pass alcohol/drug test at time of hire and throughout employment.
- Must pass criminal background check at time of hire and periodically thereafter.

Required Licenses or Certifications:

- Must have and maintain throughout employment a valid Washington State Driver's License and meet the insurability requirements of the Tribe.

Physical Requirements: *(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.):*

- Work is performed in a normal office environment and little exposure to outdoor temperatures, dirt or dust.
- The employee is occasionally exposed to persons who are upset and/or irate. Volatile situations are a possibility when performing the essential functions of the job.
- Manual and finger dexterity for the operation of personal computers, office machines and routine paperwork
- Tolerance to be exposed to computer screen for prolonged periods of time.
- Stamina to sit, stand and/or walk for prolonged periods of time.
- Occasionally stand; stoop, kneel, crouch; lift and /or move up to twenty-five (25) pounds

Preference:

- Indian Preference Policy applies to this and all positions with the Nooksack Indian Tribe.

I have read and understand the position requirements as stated above I further, understand that occasionally I may be instructed to perform duties that are not listed above but are relative to my position.

Employee's Signature

Date

Supervisor's Signature

Date