

# Human Resources Manager

## **Position Responsibilities:**

Manages human resources activities for the Trinidad Rancheria and Seascape Restaurant and Pier, including but not limited to employment, compensation, benefits, equal employment opportunity, affirmative action, policy formulation, employee relations and administration, disciplinary action, training, and personnel records. Through close collaboration with the Human Resources Advisor and Chief Executive Officer, the Human Resources Manager assists Administration, General Managers and Department heads in regards to Human Resources issues, providing guidance to all supervisory personnel in dealing with employees, and maintaining compliance with federal and state regulations.

## **Education and/or Experience:**

Bachelor's degree (B. A.) or equivalent; or A.A. Degree and five to ten years related experience and/or training; or equivalent combination of education and experience.

## **Other Qualifications:**

Current California Driver License and be insurable. Must be able to travel 10% of the time. Must pass post offer drug test and qualify for Gaming License. Indian preference to qualified applicants.

Equal Opportunity Employer