**CHER-AE HEIGHTS INDIAN COMMUNITY OF THE TRINIDAD RANCHERIA** Job Description

**Job Title:** Human Resources Manager

**Department:** Human Resources

**Reports To:** Chief Executive Officer

**FLSA Status:** Exempt

**Prepared By:** Human Resources

**Prepared Date:** 11/13/20

**Approved By:** Chief Executive Officer

**Approved Date:**

**Summary:** 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. The Human

**Essential Duties and Responsibilities:** Other duties may be assigned.

In coordination with HR Advisor, recruits, interviews, tests, and selects employees to fill vacant positions with appropriate department managers approval.

Conducts pre-employment, random, reasonable cause and post-accident drug tests pursuant to the Drug and Alcohol Free Workplaces Policy.

Plans, prepares Payroll Action Form, hiring packet, and conducts new employee orientation to foster positive attitude toward company goals.

Keeps records of benefit plans participation such as insurance and pension plans, personnel transactions, such as new hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.

In coordination with HR Advisor, coordinates management training in interviewing, hiring, terminations, promotions, performance reviews, safety, and sexual harassment.

In coordination with HR Advisor, advises management in appropriate resolution of employee relation issues.

In coordination with HR Advisor, administers performance review program to ensure effectiveness, compliance, and equity within the organization.

In coordination with HR Advisor, administers benefits programs such as life, health, dental, vision, disability insurance, pension plans, and employee assistance.

Assists with investigation of accidents and complies with Workers Compensation regulations and processes.

Responds to inquiries regarding policies, procedures, and programs.

Assists with preparation of budget for human resources operations.

Prepares reports and recommends procedures to reduce absenteeism and turnover.

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

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Must be very dependable, punctual, and willing to work varied and/or additional hours, upon request, in order to meet departmental needs.

Ability to work independently, to prioritize workload, and to carry out assignments to completion with minimum instruction through adherence to prescribed routines and practices.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and

materials properly.

**Physical Demands:** The physical demands described here are representative of those that

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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:**

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.

**Language Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write policies, reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide. **Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Human Resource systems; Internet software; Payroll systems; Spreadsheet software and Word Processing software.

**Other Qualifications:**

Current California Driver License and be insurable. Must be able to travel 10% of the time.

Must pass drug test and qualify for Gaming License. Indian preference to qualified applicants.

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 talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to 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. The noise level in the work environment is usually moderate.

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