



# TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

31071 Hwy 190, Porterville, CA 93257

## Job Description

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**POSITION TITLE:** HR Manager

**WORKSITE:** Tule River Indian Reservation  
340 North Reservation Road  
Porterville, CA 93257

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### GENERAL POSITION DESCRIPTION

Human Resources Manager assists the Human Resources Director in overseeing Human Resources staff while providing support for a wide variety of activities of human resources including employee relations, recruiting, employee development, training, consulting, and administration of policies.

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### Duties & Responsibilities:

- Maintains human resource staff job results by training, counseling and disciplining employees; planning, monitoring, and appraising job results.
  - Implements human resources programs by providing human resources services, including, employment processing, training and development, records management, safety planning, employee relations and retention, and labor relations; completing personnel transactions.
  - Maintains the work structure by updating job requirements and job descriptions for all positions
  - Develops human resources solutions by collecting and analyzing information; recommending courses of action.
  - Improves manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees.
  - Completes special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions.
  - Manages client expectations by communicating project status and issues; resolving concerns; analyzing time and cost issues; preparing reports.
  - Protects organization's value by keeping information confidential.
  - Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
  - Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
  - Performs other duties as assigned.
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### Qualifications:

- Bachelor's degree with specialization in Human Resources or Business.
- Minimum of (5) years of work experience in Human Resources.
- Prior management experience required.

- Experience in developing and conducting basic HR training programs
- Excellent presentation, communication and interpersonal skills.
- Intermediate skill level with Microsoft Office
- Advanced writing, reading and arithmetic skills.
- Good professional appearance.
- Able to work alone on a broad variety of projects.
- Able to exercise effective judgment, sensitivity, creativity to changing needs and situations.
- Able to establish and maintain healthy working relationships with people in course of work.
- Ability to research, evaluate and analyze new training techniques, methods, and procedures.
- Must have a valid California Driver's License and be insurable through the Tribe.
- Must clear a background check and pass pre-employment drug screening.

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**Physical Demands:**

While performing the duties of this job the employee is regularly required to talk, hear, stand, walk, sit and to reach with hands and arms, use hand to finger, handle, or feel objects, tools or controls. Occasionally required to climb or balance and stoop, kneel, crouch, or crawl. Must be able to operate in mentally and physically stressful situations. Environment is of high humidity with extreme temperatures when in kitchen. Must be able to lift and carry up to 50 pounds. Must be able to work in a fast paced environment. Noise level is low to moderate when in kitchen. Must be able to perform all essential duties of the job with or without reasonable accommodation.

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<b>This position reports to:</b>	TREDC Chief Executive Officer
<b>Supervises:</b>	HR Staff
<b>Hours:</b>	Monday- Friday 8:00AM- 5:00PM
<b>Salary:</b>	\$27.09 /HR/ Exempt
<b>Benefits:</b>	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K Participation.

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).**