



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB POSTING

Opening Date: 10/30/2015 **Closing Date: 11/13/2015**

Position Title: Corporate HR Manager

Department: Tule River Economic Development Corporation

Work Schedule: Monday- Friday 8:00AM- 5:00PM

Wage Rate: DOE/Non-Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's Degree
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER ECONOMIC DEVELOPMENT CORPORATON
31071 Hwy 190 Porterville, CA 93257

Job Description

POSITION TITLE: Corporate HR Manager

WORKSITE: TRED C Corporate Offices
Tule River Indian Reservation
31071 Hwy 190
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Corporate Human Resources Manager assists the Chief Executive Officer in overseeing Human Resources operations for the corporate staff and all businesses of TRED C while providing support for a wide variety of activities of human resources including employee relations, recruiting, employee development, training, consulting, and development and administration of internal policies, procedures and programs.

DUTIES & RESPONSIBILITIES:

1. Ensures legal compliance by monitoring and implementing applicable human resource policies and procedures to meet all Tribal, Federal and California state requirements; conducting investigations; maintaining records; representing the corporation at Human Resource related hearings.
2. Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
3. Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
4. Maintains historical human resource records by designing a filing and retrieval system; maintaining past and current employee records.
5. Maintains management guidelines by preparing, updating, and recommending corporate human resource policies and procedures while assisting each business entity with the development of their own individual policies.
6. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
7. Implements human resources programs by providing human resources services, including, employment processing, training and development, safety planning, employee relations and retention, and labor relations; completing personnel transactions.

8. Maintains the work structure by updating job requirements and job descriptions for all positions
9. Develops human resources solutions by collecting and analyzing information; recommending courses of action to the Chief Executive Officer
10. Improves manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees.
11. Completes special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions.
12. Protects organization's value by keeping information confidential.
13. Performs other duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree with specialization in Human Resources or Business.
2. A minimum of seven years of progressive leadership and management experience in Human Resources positions.
3. PHR or SPHR Certification preferred.
4. Knowledge and experience in employment law, compensation, organizational planning, recruitment, organization development, employee relations, safety, employee engagement, and employee development.
5. Experience in developing and conducting basic HR training programs
6. Excellent presentation, communication and interpersonal skills.
7. Intermediate to advanced skill level with Microsoft Office. Must demonstrate knowledge of Excel and skills in Human Resources Information Systems (HRIS).
8. Advanced writing, reading and arithmetic skills.
9. Good professional appearance.
10. Able to work alone on a broad variety of projects.
11. Able to exercise effective judgment, sensitivity, creativity to changing needs and situations.
12. Able to establish and maintain healthy working relationships with people in course of work.
13. Ability to research, evaluate and analyze new training techniques, methods, and procedures.
14. Must have a valid California Driver's License and be insurable through the Tribe.
15. Must clear a background check and pass pre-employment drug screening.

WORKING CONDITIONS:

While performing the duties of this job the employee is regularly required to talk, hear, see, 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. Must be able to lift and carry up to 50 pounds. Must be able to work in a fast paced environment. Must be able to perform all essential duties of the job with or without reasonable accommodation.

This position reports to: TREDC Chief Executive Officer

Supervises: HR Staff

Hours: As Required. Minimum hours include Monday- Friday 8:00AM- 5:00PM

Salary: DOE/ Non-Overtime Eligible

Benefits:

Medical, Dental, Vision, Flexible Spending Plan, PTO &
401K Participation.

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).