

ROBINSON RANCHERIA CITIZENS BUSINESS COUNCIL (RRCBC) JOB DESCRIPTION
Human Resource Generalist

Job Title:	Human Resource Generalist	Department:	Administration
FSLA Status:	Non-Exempt	Location:	Tribal Office
Reports to:	Tribal Administrator	Part-time	
Salary Range	DOE	Date approved by RRCBC	2/27/2020

POSITION SUMMARY:

Human Resources Generalist will perform the basic function and technical aspects of human resources. Position may be assigned to one or more areas of human resource administration: such as, but not limited to personnel selection, recruitment, classification, compensation, employee relations or training/education for staff. The Human Resource Generalist will report to the Tribal Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administer advertisements, screen applicants, set up interviews, and select qualified applicants for potential employment within RRCBC.
- Complete reference and background checks for selected individual for employment.
- Draft and complete offer letter for employment.
- Create and implement the on-boarding process for new employees.
- Maintain personnel files for all RRCBC employees.
- Administer and maintain employee benefits.
- Complete and submit essential Human Resources forms which include but not limited to benefit paperwork, workers compensation claims, unemployment claims, verification of employment etc.
- Maintain the employee handbook and update the organizational chart as needed.
- Ensure all supervisors complete annual evaluation for their staff.
- Ensure policies and procedures meet current Tribal Human Resources guidelines/regulations/policies.
- Ensure personnel-related issues are addressed properly according to the RRCBC Human Resources Policies or Manual.
- Participate in disciplinary actions according to the RRCBC Human Resources Policies and Manual.
- Create, implement, and establish required staff training or professional development training.
- Create, implement, and establish career ladder management training for Tribal Members
- Create, implement and provide a Cultural Sensitivity training for all staff.
- Maintain confidentiality for all personnel.

ABILITIES:

- Excellent written and verbal communication skills.
- Organizational skills.

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- Detail oriented.
- Multi-Tasking and time management skills.
- Office management skills, including but not limited to typing, data entry, record keeping and filing, and filing letters.
- Knowledge of Microsoft Office (Word, excel, PowerPoint).
- Excellent customer service.
- Respect for all Tribal Members, Tribal Officials, Supervisors and Co-Workers.
- Excellent problem-solving and conflict resolution.
- Ability to keep up with current Tribal Human Resources policies/procedures and regulations.
- Presentation and effective training skills.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds.
- Possess a basic knowledge of RRCBC custom and tradition.
- Possess a basic knowledge of surrounding American Indian tribe custom and traditions.

MINIMUM QUALIFICATION AND EXPERIENCE:

Associates Degree or two years of Human Resources experience in lieu of education.

LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, correspondence, and memos.

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy including pre-employment screening.
- Employee will serve 90-day probationary period

Native American Preference Applies: Preference given to qualified Native Americans pursuant to the Indian Self-Determination and Education Act, public Law 93-638

Disclaimer *The list of requirements, duties, and responsibilities listed above is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time.*