



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Human Resources Generalist
Department: Human Resources
Supervised by: Human Resources Manager
Pay Range: T-7 \$18.54-\$25.96/Hr (\$38,563-\$53,996/annually) DOQ
FLSA Status: Non-Exempt, Regular Full Time

General Duties: Under the direction of the Human Resources Manager will perform a variety of Human Resources functions such as: assisting the day to day operations of Human Resources, providing excellent customer service to all employees and public, and maintenance and update of files, policies and procedures.

Responsibilities:

- Must at all time maintain the integrity and confidentiality of the Human Resource Department.
- Carry out various human resources programs and procedures for employees.
- Maintain entries into the data base with employee information.
- Participate in benefits administration to include enrollment for insurance benefits, claims resolution, change reporting, and processing invoices for payment.
- Participates in planning and coordinates the implementation of periodic benefits open enrollment programs, including the distribution of information related to eligibility and enrollment.
- Participate in recruitment effort for personnel and help coordinate the use of temporary employees.
- Assists in preparing and proof-reading advertisements for recruitment.
- Conducts pre-employment requirements according to policy, reference checks, Motor Vehicle Reports, background checks.
- Conducts new hire orientation and assists in the processing of status changes; new hires, miscellaneous changes and termination checklist.
- Maintains records, reports and logs pertaining to response for recruitment, applications, TERO referrals and applicant flow procedures.
- Complete projects that are assigned using efficiency in time and process.
- Participates in staff meetings and attends other meetings and seminars as required.
- Uphold the Human Resources Mission Statement to the best ability.
- Provide monthly written reports to the HR Director on HR activities.
- Continue education in Native American Human Resources and maintain certifications.
- Other duties as assigned.

Supervisory Responsibilities: None

Education and Experience:

- High School Diploma and/or GED
- Minimum of three (3) years of progressive work experience in Human Resources or Benefits Administration.
- Professional Human Resources (PHR) Certification or Tribal Human Resources Professional (THRP) preferred.
- Experience in modern office practices and interview techniques.

- Bachelor's degree preferred, but will accept a combination of education, certifications and experience.
- Must have ability to navigate various computer programs, Word, Power Point, Outlook, Publisher, Excel, MIP
- Knowledge of Human Resources in Indian Country.

Other Requirements:

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the prevailing Bishop Tribal Employment Rights Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.