



The Klamath Tribes
501 Chiloquin Blvd./P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 10/24/18
CLOSE: 11/16/18
OPEN UNTIL FILLED

EXEMPT_X_
NON-EXEMPT__

POSITION DESCRIPTION

POSITION: **HUMAN RESOURCES DIRECTOR**

RESPONSIBLE TO: General Manager

SALARY: G S-11 \$50,532 - \$65,682 Annual/Full Benefits
G S-12 \$60,560 - \$78,728 Annual/Full Benefits
G S- 13 Full Benefits (Only for employees with 10+ years of service)

Starting salary will be determined by funding, experience, and training level and normally is not above the first grade, mid-step range.

CLASSIFICATION: Professional/Management, Regular, Full-Time.

LOCATION: Klamath Tribes Administration
501 Chiloquin Boulevard
Chiloquin, OR 97624

INTRODUCTION

The Human Resources Director will provide leadership, direction, and management for the department and programs. The work will be diverse and may include a number of personnel-related projects which are often of a unique or complicated nature. The primary purpose of this position is to oversee a full range of duties in the major areas of human resource management. Areas of responsibility include regulatory and policy compliance, policy development and administration, internal communications, performance evaluation management, classification and compensation, recruitment and selection, employee records management, employee relations, technical assistance on comprehensive and complex personnel issues, and training and organizational development. Serves as administrator and point of contact for a comprehensive employee benefit plan which includes a health, 125

cafeteria plan and a retirement plan.

The Human Resources Director will serve as a source of information for management staff and employees in the area of compliance with policies and procedures, established practices, and applicable Federal laws and regulations as they pertain to Klamath Tribes Administration human resources.

MAJOR DUTIES AND RESPONSIBILITIES

1. Manage Human Resource Program functions, ensuring clear and effective policy and regulatory compliance procedures are in place and followed.
2. Develop and maintain administrative and personnel manuals. Responsible for ensuring compliance with Tribal personnel policies, Indian Preference and other applicable laws. Consults occasionally or as needed with Klamath Tribal Health and Family Services to ensure consistency in application of Tribal policies and procedures.
3. Develop and maintain Standard Operating Procedures (SOP) for department practices and functions.
3. Consult with Department Directors and Program Managers to develop new positions that fit within the classification system and budgetary guidelines. This includes ensuring conformity and consistency in development of new position titles, compensation, exempt/non-exempt status, duties, knowledge, skills and abilities, and qualifications using established criteria and methods.
4. Provide guidance to supervisory personnel involved in completing performance evaluations and ensure they are provided the appropriate forms. Monitor evaluation due dates for timely completion of performance appraisals and ensure all recommended pay increase are in line with policy.
5. Research and provide advice and guidance in the application of a wide variety of rules and regulations governing the technical aspects of the personnel, benefits and salary fields. Keep abreast of new or changes in policies, laws or similar materials and information that can affect tribal employees. Distribute new or pertinent information to all employees, supervisor and directors regarding laws, regulations, benefit changes or other relevant information.
6. Develop and maintain records and prepare reports and documents related to departmental programs and activities. This includes preparing bi-monthly reports, and providing information for the annual or other similar reports.

7. Problem-solve human resource issues pertinent to Klamath Tribal Administration or as requested by supervisor.
8. Assist employees and supervisors through the grievance process should employees choose to challenge a disciplinary action or file complaints on employment issues.

Maintain and organize the grievance procedures and files. This includes but is not limited to, ensuring all timelines and processes are met for each step, provide appropriate forms to employee/supervisor/general manager, notification of the grievance committee; maintenance of grievance files, draft and final preparation of memos, letters, and other related information related to the grievance procedure.

9. Responsible for ensuring that prompt investigations of employee complaints or concerns are conducted as required.
10. Ensure an adequate general Tribal organizational orientation is provided for all new regular, full-time or regular part-time employees, training program employees, as well as orientations for temporary or special project employees.
11. Manage and maintain employee benefit package information for entry on database or other computerized software program. Update records as needed. Provide census of employees and employee benefits as required.
12. Serve as Administrator for the employee benefits plan, including, but not limited to the medical/dental/life plan, 401(k) retirement plan, 125 Cafeteria Plan, and coordination of any supplemental group insurance coverage. This includes coordinating and managing the annual enrollment process, new hire enrollment, benefit changes and working closely with employees and the finance department to ensure accuracy of data. Work closely with the General Manager, Chief Finance Officer and other team members for annual employee benefits package changes and recommendations. Attend quarterly benefits team meetings.
13. Assist employees in completion of enrollment forms to all benefit companies, including but not limited to, medical/dental, life, cafeteria plan and 401(k). Research and advise employees regarding benefits changes and options.
14. Oversee tribal employee 401(k) Retirement Plan. This includes employee loans, withdrawals, surrenders, and rollover applications, as well as occasional contact and work with annuity and investment fund companies, third party administrators, and other appropriate advisers or providers for up-to-date financial or related information. Oversee and coordinate the completion of the annual census report required by the benefit administrators. Works closely with Finance to ensure all data for the 401(k) and

Cafeteria Plan from the prior year is correct and reconciled in order to verify and ensure the Tribes' Plan is in compliance with regulations.

15. Provide training to managers, supervisors, and other staff on applicable employment law, regulations, procedures and policies that affect Tribal employment.
16. Exercise the full range of supervisory responsibilities for department staff and activities. Perform overall work planning, establish work schedule and priorities, assign and review work. Discuss progress or the work and problem areas as they arise. Recommend employee status and other personnel changes. Approve leave. Evaluate performance. Identify training needs and ensure that training opportunities are provided. Resolve complaints or minor grievances and advise employees on matters related to less than adequate performance. Keep employee informed of management policies and goals.
17. Ensure pre-employment, random and suspect Alcohol/Drug Screen Testing and Criminal Background Screenings are completed as required by policy.
18. Ensure all required background investigations are completed on those employees and candidates whose positions require clearing a Criminal Record Background Investigation. Adjudicate the results of the investigation when received from the investigation agency.
19. Maintain strict confidentiality of all sensitive personnel documentation and information.
20. Other related duties, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the Klamath Tribal organization and work of the Human Resource Department in order to provide the technical personnel advice and service where an understanding of the total work is needed.

Knowledge and understanding of the Klamath Tribes organization, functions, policies, goals, priorities and operating programs.

Knowledge of the rules, regulations and procedures used to accomplish various personnel functions including classification, staffing, employee benefits, employee relations and employee development.

Knowledge of employee benefit program rules, regulations, procedures, content, options, etc.

Knowledge of and ability to apply tribal, federal and any applicable state laws, regulations, decisions, guidelines, etc., relating to human resources.

Ability to establish and maintain effective personal relationships in a work situation with supervisors, co-workers and the public. Must be able to communicate effectively with people of different managerial, economical, cultural, ethnic, and educational backgrounds.

Ability to use sound judgment in establishing work priorities requiring successful completion of organizational goals with the ability to handle heavy workload to meet objectives.

Knowledge of tribal employment policies and procedures, equal employment opportunity and affirmative action.

Ability to interpret and apply complex regulations, procedures, and laws.

Must be able to use a computer at a moderate level skill to perform various word processing, spreadsheet and database functions.

Ability to perform work in a network environment.

Excellent communication skills – both oral and written. Ability to prepare written as well as present oral reports in a clear and concise manner.

Excellent organizational, leadership, management, and planning skills.

Ability to meet deadlines.

Ability to perform complex work paying close attention to details to ensure accuracy.

SUPERVISORY CONTROLS

The General Manager outlines the overall Tribal and/or program objectives and priorities, time lines, and the financial and personnel resources available. The employee plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgment according to previous training, experience and instructions.

Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness and compliance with laws, regulations, policies and procedures. The employee directly oversees and supervises the Human Resource Department.

QUALIFICATIONS, EXPERIENCE, AND EDUCATION

- Bachelor's Degree in Public or Business Administration, Psychology, Human Resource Management, Employment Law or equivalent combination of (4) years of education and experience in lieu of a degree, **REQUIRED**. (*Copy of degree or transcripts must be submitted with application.*)
- Three years of experience, in addition to the experience substituted in the first requirement, working in human resources that demonstrates progressively responsible management experience in the area of personnel, compensation, and employee benefits plans and administration, **REQUIRED**
- Professional HR certification, *preferred*.
- Demonstrated experience/knowledge of working within a Tribal organizational structure, *preferred*.
- Demonstrated knowledge and experience applying Tribal, federal, and/or state human resource laws and policy, **REQUIRED**
- Demonstrated experience and skills operating within a multi-disciplined public service environment, **REQUIRED**.
- Previous experience in administration of employee benefits plans, **REQUIRED**. This includes, but is not limited to health benefits and retirement plan administration.
- At least 3 years of supervisory experience, **REQUIRED**.
- Computer experience with an emphasis in the use of Microsoft Word, Excel, databases, and work in a networked environment. **REQUIRED**.
- Must submit to and clear an alcohol/drug screen test, **REQUIRED**. (*Employment will be contingent upon clearing the required alcohol/drug screening test.*)
- Must possess and maintain a valid Oregon Driver's License, have a good driving record and be insurable by the Klamath Tribes, **REQUIRED**.
- Must submit to and clear a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**. (*Employment will be contingent upon clearing the required criminal records background check.*)

- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal Staff are considered mandatory reporters, **REQUIRED**.

INDIAN PREFERENCE

- Indian and Tribal preference will apply, as per policy. (Must submit tribal documentation with application to qualify for Indian or Tribal Preference with application.)

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURES

Submit a Tribal ***Application for Employment*** with all requirements and supporting documentation, and a recent writing sample to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.