



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

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

OPEN: 11/14/25
CLOSE: when filled

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: HUMAN RESOURCES DIRECTOR

RESPONSIBLE TO: Administration General Manager

SALARY: Step Range: 37-56; Full Benefits
Salary Range: \$84,699 - \$148,521
Hourly Range: \$40.72 - \$71.40

CLASSIFICATION: Professional/Management, Regular, Full-Time

LOCATION: The Klamath Tribes Administration
501 Chiloquin Blvd.
Chiloquin, OR. 97624

BACKGROUND: Comprehensive Employment level

POSITION OBJECTIVES

The Human Resources Director provides strategic leadership and oversight for all functions within the Human Resources Department of The Klamath Tribes. This position manages the full scope of HR operations, including compliance, employee relations, recruitment and retention, compensation and classification, benefits administration, policy development, and staff training. The Director ensures fair and consistent application of Tribal employment policies, promotes a positive and compliant workplace culture, and serves as a trusted advisor to Tribal leadership on organizational and personnel matters.

The Director also serves as a key resource for management and employees, offering guidance on HR policies, procedures, established practices, and applicable federal laws and regulations governing The Klamath Tribes' employment and administrative operations.

MAJOR DUTIES AND RESPONSIBILITIES

1. Manage Human Resource Program functions, ensuring policies, standard operating procedures (SOP), and regulatory compliance procedures are in place and appropriately

followed.

2. Develop and maintain administrative and personnel manual, to ensure compliance with The Klamath Tribes' Employment Ordinance, Tribal personnel policies, Indian Preference and other applicable laws. Consult, as needed, with Klamath Tribal Health and Family Services to ensure consistency in application of Tribal policies and procedures.
3. Provide supervisory responsibilities for the Human Resources staff including, but not limited to, overall work planning, work schedules and priorities. Discuss progress 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.
4. Ensure there is a succession plan for future staffing needs.
5. Resolve complaints or minor grievances and keep employees informed of management policies and goals.
6. 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 administration. Keep abreast of new or changes in policies, laws and information that can affect Tribal employees. Distribute new or pertinent information to all employees, Supervisors and Directors regarding laws, regulations, benefit changes or other relevant information.
7. Study legislation impact on Tribal employment, and assess industry trends. Communicate new or pertinent information to the General Manager, Tribal Council, and Program Directors regarding laws, regulations, benefit changes or other relevant information.
8. Provide training to Managers, Supervisors, and other staff on applicable employment law, regulations, procedures and policies that affect Tribal employment.
9. Ensure that all data contained the Personnel Records are complete and accurate, utilizing the HRIS system. Adopt a paperless process with HRIS software, as authorized by the Tribe.
10. Maintain and ensure HR staff maintains a high level of confidentiality of all personnel records.
11. Serve as Administrator for the employee benefits plan, including, but not limited to the medical/dental/life plan, disability, life, 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 and other team members for annual employee benefits package changes and recommendations. Attend quarterly benefits team meetings.

12. Responsible for preparing and maintaining an up-to-date Tribal Administration Organizational Chart; update and revise as per the Organizational Chart SOP.
13. Consult with Department Directors and Program Managers to develop new positions that fit within the Tribes 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. Update positions as industry standards or organizational needs change.
14. Ensure Tribal Council approval of the recruitment processes are followed; including Indian Preference; guide supervisors through the Tribes' hiring processes.
15. 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 as per The Klamath Tribes' Background and Character Investigation policy. Provide adjudication for ECDC child care providers as per ECDC standard operating procedures.
16. Ensure an adequate Tribal organizational orientation/on-boarding is provided for all new regular, full-time or regular part-time employees, training program employees, as well as orientation for temporary or special project employees.
17. Assist employees in completion of enrollment in all employee benefits, including but not limited to, medical/dental, life, cafeteria plan and 401(k). Research and provide advice to employees regarding benefits changes and options. Manage and maintain employee benefit package information for entry in database or other computerized software program; update records as needed. Provide census of employees and employee benefits as required.
18. 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.
19. 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.

20. Problem-solve Human Resource issues pertinent to Klamath Tribal Administration, or, as requested by supervisor. Assist employees and Managers with correcting employee relationship issues. Provide procedural advice concerning the application of laws, policies and regulations; anticipate and identify interrelated problems and search for solutions.
21. Ensure that prompt investigations of employee complaints or concerns are conducted as required. Serve as primary investigator following established investigation processes.
22. Assist Supervisors through the corrective action process, following established standard operating procedures. Monitor and advise Supervisors in the disciplinary process. Review actions prior to disciplinary meetings to ensure the action is in line with policy and past practices. Attend disciplinary meetings, as necessary, inform employee of those actions which are subject to the employee grievance process.
23. 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 grievance form to employee, 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.
24. Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of the Tribes' policies and practices.
25. Responsible for producing and maintaining a correct, up-to-date copy of the Klamath Tribes' Policies and Procedures Manual.
26. Provide education materials, to Supervisors and employees, including internal and external training opportunities, manuals, handbooks, reports and general tips for improving employee relations, supervisory skills and communication.
27. Develop and administer special projects in the Human Resource area, such as pay equity, salary studies, and succession planning.
28. Process and monitor all Workers Compensation claims, Family Medical Leave request and Short and Long-Term Disability claims; report as required by established procedures.
29. Serve as the Klamath Tribes' Administration representative on Unemployment Claim Hearings.
30. Maintain current information for the recruitment and retention of Administration employees. Conduct exit interviews and document information on turnover and

recruitment costs.

31. Develop and maintain records and prepare reports and documents related to Tribal Administration programs and activities. This includes preparing the BIA Quarterly Human Resource reports.
32. Provide monthly and annual reports on Human Resource activities, significant events, staff trainings, and employee data.
33. Serve as an active member of assigned committees/teams. Participate in Administrative staff meetings and attend other meetings and seminars as directed. Provide reports to Tribal Council as directed.
34. Maintain strict confidentiality of all sensitive personnel documentation and information.
35. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal-sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

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.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of the Klamath Tribal organization and role of the Human Resources Department to provide the technical personnel advice with an understanding of the Tribes' strategic plans.

Knowledge and understanding of The Klamath Tribes' 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 interpret Tribal and Federal laws, regulations, decisions, guidelines, etc., relating to Human Resource/Employment Law.

Knowledge of The Klamath Tribes employment policies and procedures and Federal Laws that pertain to Tribal organizations.

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; often in stressful situations.

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.

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.

Ability to communicate both verbally and in writing, in a clear and precise manner in order to convey information as well obtain pertinent information.

Excellent organizational, leadership, management, and planning skills.

Ability to perform complex work, paying close attention to detail to ensure accuracy, able to meet deadlines.

Must be able to work closely and cooperatively with the General Manager, Tribal Council, Department Directors, Supervisors, Finance Department Staff and the general public.

Ability to maintain strict confidentiality.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to have a Bachelor Degree in Business Administration, or related field; *(Submit degree OR transcripts with application.)*
- **REQUIRED** to have at least 3 years, working in Human Resources which demonstrates progressively responsible management experience in the area of personnel, compensation, employee benefits plans and administration.
- **REQUIRED** to have 3 years of progressively responsible experience in an administrative capacity, including a minimum of two years of direct staff supervision; at least two years of experience must be directly managing programs.
- **REQUIRED** to have two years of budgetary experience in an administrative capacity and be able to interpret and administer multiple complex funding streams and strict budgetary guidelines as outlined in program grants and memorandums of agreement (MOUs).
- **REQUIRED** to have demonstrated knowledge and experience applying Tribal, Federal employment laws and policy.
- **REQUIRED** to have previous experience in the administration of employee benefits plans.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to have the ability to make decisions, exercising judgment based on previous training, experience, and instructions.
- **REQUIRED** to be responsible, dependable, and maintain strict confidentiality of information.
- **REQUIRED** to have excellent customer service skills in working with a wide spectrum of individuals; must demonstrate positive listening, empathy, politeness, tact, efficiency, initiative, self-control, and attention to detail.
- **REQUIRED** to have the ability to speak and write effectively, and prepare clear, concise and complete written and oral reports.
- **REQUIRED** to submit a writing sample with application. Document must reflect the applicant's ability to write professionally, clearly, and succinctly.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept 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.

Preferred Qualifications:

- Master's Degree in Business Administration or related field, preferred.
- Professional HR certification, (e.g., SHRM-CP, SHRM-SCP, PHR, SPHR, THRP, TMP)
- Demonstrated experience/knowledge of working within a Tribal organizational structure, preferred.
- Demonstrated experience operating within a multi-disciplined public service environment, preferred.

INDIAN PREFERENCE

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

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily 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 PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation 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.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)