

POSITION DESCRIPTION

POSITION: Human Resource Assistant

SALARY RANGE: TSS 6/10

SUPERVISOR: Human Resource Manager

SUPERVISES: N/A

WORK STATION: Administration

NON-EXEMPT, PART-TIME

POSITION SUMMARY: The Human Resource Assistant is responsible to provide support for the Human Resource Manager for Toiyabe Indian Health Project (TIHP). The Human Resource Assistant will assist with the implementation of policy and procedures approved by the Chief Executive Officer (CEO), Chief Operations Officer (COO) and the Board of Directors, and shall assist all TIHP employee's to adhere to the policies and procedures. Responsible for assisting Human Resource Manager with ongoing recruitment and hiring efforts.

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Human resource experience and knowledge of current Federal Labor Laws, State Labor Codes, Tribal regulations and benefit rules and regulations, or willingness to learn.
3. Must be able to work independently, exercise initiative, tact and good judgment.
4. Must communicate effectively using good verbal and written skills, observing rules of confidentiality in the retention and dissemination of privileged information.
5. Must have a valid CA driver license and be insurable with TIHP insurance.
6. C.P.R. certified or certified within three months of hire.
7. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
8. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, Sec. 472 & 473).

DUTIES & RESPONSIBILITIES:

1. Provide administrative assistance to Human Resources Manager for all duties and responsibilities of the Human Resources Department.
2. Participate in the recruiting and hiring process, reviewing applications for completeness, checking references, establishing interviews and coordinating with Department Managers.
3. Assist the Human Resources Manager in preparing and/or presenting New Employee Orientation for all new hires.
4. Coordinate and monitor probationary period for new hires and track annual employee performance evaluations for all TIHP employees.
5. Assist in Personnel file maintenance.
6. Assist in payroll deduction management for employee insurances/benefits.
7. Review, analyze and research monthly billing invoices for all employee benefits and assure prompt payment of invoices.
8. Assist with worker's compensation and risk management, as well as unemployment insurance and state disability claims including written and verbal responses, and any state and federal appeals process.

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9. Assist with the ongoing planning and coordination of special Human Resources projects (employee recognition and/or employee appreciation).
10. Support Human Resources Manager in monitoring current and revised state and federal labor laws and codes as applicable to a tribal operation.
11. Attend meetings and/or training as directed by the HR Manager, CEO or COO.
12. Other duties as assigned by the CEO or COO.
13. Under the direction of the Performs all duties in compliance with applicable TIHP policies and procedures and maintaining confidentiality of sensitive information. Perform other job-related duties as assigned.

Job Description Reviewed: Employee _____ **Date:** _____

Supervisor _____ **Date:** _____