

TOIYABE INDIAN HEALTH PROJECT, INC.

POSITION DESCRIPTION

POSITION: Human Resource Manager

SALARY RANGE: TSS 12

DEPARTMENT: Human Resource Department

SUPERVISOR: Human Resource Director

WORK STATION: Bishop

EXEMPT

POSITION SUMMARY: Works as a member of the HR Team to administer and enforce provisions of the TIHP Personnel Policies; Manages some of the activities of the Human Resource Department, as delegated. Monitors Federal and State labor laws ensuring program compliance, if necessary. Coordinates employee relation programs for employees, including maintaining all employee benefit plans; and, assists the HR Director with human resource, personnel issues, and other projects, as needed.

QUALIFICATIONS:

1. Education - Bachelors' Degree in Business Administration, with specialty in Human Resource Management or equivalent. Desired education also includes a Masters' Degree in Business Administration or Public Administration, or equivalent.
2. Experience - At least 7 years of progressive work experience in Human Resource Management or Personnel work, at least 5 years of extensive supervisory or management experience.
3. Extensive knowledge of personnel management principles and techniques.
4. Knowledge of current labor laws, including tribal employment rights laws, such as TERO (Tribal Employment Rights Ordinance).
5. Extensive knowledge of recruitment, interviewing and hiring techniques.
6. Strong oral and written communication skills, including proven report writing skills.
6. Extensive computer skills with regular word processing programs (such as Microsoft Office) and various electronic technologies (internet searches, etc.,...).
7. Valid Drivers' License, insurable with TIHP insurance and the position requires travel, as necessary.
8. CPR certified or certified within three months of hire.
9. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
10. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

DUTIES & RESPONSIBILITIES:

1. Ability to collect, analyze and develop occupational data relative to jobs, job qualifications and worker characteristics.
2. Ability to provide management with technical level of advice and assistance on personnel management matters and problems.
3. Ability to interpret state and federal rules, regulations and bulletins and convert them into necessary personnel activity changes.

