

**TOIYABE INDIAN HEALTH PROJECT, INC.**

**POSITION DESCRIPTION**

**POSITION:** Human Resource Manager

**SUPERVISOR:** Human Resource Director, or Designee

**WORK STATION:** Bishop

**EXEMPT**

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**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.

4. Maintain all personnel files and on-going pertinent data files (anniversary dates of six-month and annual evaluations, expiration dates for provider licenses, personal auto insurance policies and provider employee contracts).
5. In conjunction with the Fiscal Department (Payroll), maintain the Personnel System relating to compensation and employee benefits (timesheets, leaves, health benefits, employee retirement plan, and other compensable employee items).
7. Coordinates and conducts interviews for job openings. Develops policies, procedures and techniques for hiring and interview process.
8. Performs new employee personnel/workplace orientation as outlined in the Personnel Policy and Procedure manual.
9. Coordinate training activities applicable to the various TIHP departments and shall act as consultant to employees in matters pertaining to career paths, if requested.
10. Updates job descriptions, TIHP salary schedules, and develop all personnel forms per internal and/or Federal/State guidelines.
11. Oversees TIHP employee fringe benefit programs, review and make recommendations on proposed programs.
12. Works cooperatively with the department supervisors ensuring all employees are notified of official policy changes to the Personnel Manual and other pertinent personnel information.
14. Reviews Personnel Policy & Procedure Manual periodically to update as appropriate.
15. Develops needed personnel policies for presentations to the Personnel Committee and Board of Directors for final approval, and providing assistance as needed for Board of Directors' meetings and activities.
16. Develops contracts for contracting units providing services to clients and personnel.
17. Performs duties with maximum confidentiality on all department issues.
18. Receives employee complaints and works through TIHP grievance process, as necessary.
19. Performs other job related duties as assigned by the HR Director or Designee.